

AP PO Basic Processes

Student Guide

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Adding and Entering Employee Information

Chapter 1

Adding and Entering Employee Information

Section Objectives

At the end of this section, you should be able to:

- Enter an employee in Purchasing application

Adding an Employee as a Supplier

Entering Employee Information

Enter Person

Oracle Public Sector Purchasing
N → Setup → Personnel → Employees
Enter Person

Name

Last Name: SMITH
First: JOE
Middle:
Title:

Identifier

Employee Number:
Social Security: 464-58-8597

Gender

☒ Male ☐ Female ☐ Unknown

Employment Dates

16-JUL-2001

Personal Information

Birth Date: 01-JAN-1970
Email: Joe.Smith@oa.dot.gov
Mail:
Work Telephone:

More...

ENTER PERSON		
Name Area		
Field Name	Comments	Required?
Last Name	Enter Last Name of the employee.	Yes
First	Enter the First name of the employee.	Yes
Middle	Enter the Middle name of the employee.	No
Title	Enter the Title of the employee.	No
Identifier Area		
Employee Num	Generated by the system.	Display Only
Social Security	Enter the Social Security Number of the employee	Yes

Gender Area		
Male	Select if the employee is male.	No
Female	Select if the employee is female	No
Unknown	Select if the employee is unknown.	No
Employment Dates – From	Enter the employee’s hire date in the first of the Employment Dates fields. This must be on or before today’s date.	Yes
Employment Dates – To	Enter a termination date when the employee no longer works there.	No
Personal Information Area		
Birth Date	Enter the Birth Date of the employee.	Yes
Mail	Select Home or Office to indicate the employee’s preferred mail address. Select Home is using Web Expenses.	No
Email	Enter email address of the employee. This address is used to alert users of expense reimbursements.	No
Work Telephone	Enter a Work Telephone number.	No

1. Select (B) More.

Person Information

The screenshot shows a 'Person Information' window with the following fields and values:

- Name:** SMITH, JOE
- Number:** 1456
- Address:** United States (International)
- Style:** 1213 MacAlpine...Moore..OK.73160.United States.405-799-1234.
- Details:**
 - Type:** [Empty field]
 - Dates:** 16-JUL-2001
 - Primary:** ☒

PERSON INFORMATION

Field Name	Comments	Required?
Name	Name is displayed that was entered in the Enter Person screen.	Display Only
Number	System generated.	Display Only
Address		
Style	Select a national address style.	Yes
Address	<i>Address window opens when you select this cell, see details in Personal Address Information grid below.</i>	Yes
Details Area		
Type	Not used at this time.	No
Primary Checkbox	You can check Primary for the address you are creating to identify the employee's main address. By default, the first address you enter is the Primary address.	No
From Date	The current date defaults as From Date. You can change this date with LOV.	Yes
To Date	Enter an ending date, or leave blank.	No
Flexfield	Not used at this time.	No

Note: When the address field is selected, the Personal Address Information window is displayed.

PERSONAL ADDRESS INFORMATION		
Field Name	Comments	Required?
Address Line 1	Enter street address.	Yes
Address Line 2	Enter street address.	No
Address Line 3	Enter street address.	No
City	Enter City.	Yes
County	Enter County.	No
State	Enter State.	Yes

Zip Code	Enter the Zip Code.	Yes
Country	Enter Country.	Yes
Telephone	Enter Telephone Number.	No
Telephone2	Enter second Telephone Number if necessary	No

The screenshot shows the 'Person Information' window with the 'Assignment' tab selected. The 'Name' field contains 'SMITH, JOE' and the 'Number' field contains '1456'. Under the 'Assignment' section, 'Organization' is 'FEDERAL RAILROAD ADMIN', 'Job' is 'FRA JOB', and 'Position' is 'FRA POSITION'. The 'Supervisor' and 'Billing Title' fields are empty. The 'Accounting Information' section shows 'Set Of Books' as 'FEDERAL RAILROAD ADMIN' and 'Default Expense Account' as an empty field. The 'Location Address' section has 'Location', 'Style', and 'Address' fields, all of which are empty. There are also two small checkboxes at the bottom right of the 'Location Address' section.

PERSON INFORMATION		
Assignment TAB		
Field Name	Comments	Required?
Organization	Select the organization to which you want to assign the employee.	Yes
Job	Select the job for the employee's assignment from the list of values.	Yes
Position	Select the position for the employee's assignment from the list of values.	Yes
Supervisor	Select the supervisor for the employee's assignment from the list of values. For Web Expenses, this will be the 1st level of approval. If no supervisor is entered that will be the highest position in the organization.	No
Billing Title	Not used at this time.	No
Accounting Information Area		
Set of Books	The Set of Books field displays the set of books for your installation.	Display Only

Default Expense Account	Default Expense Account used for Web Expenses and Purchase Card transactions.	No
Location Address Area		
Location	Select a location for the assignment from the list of values. The address of this location is displayed.	No
Style	Defaults from the location address.	Display Only
Address	The address of this location is displayed.	Display Only

2. Select (I) Save, close.

Submit Employee Listing

Use this report to create a list of employees that meet criteria that you specify.

Submit a New Request

Oracle Public Sector Purchasing

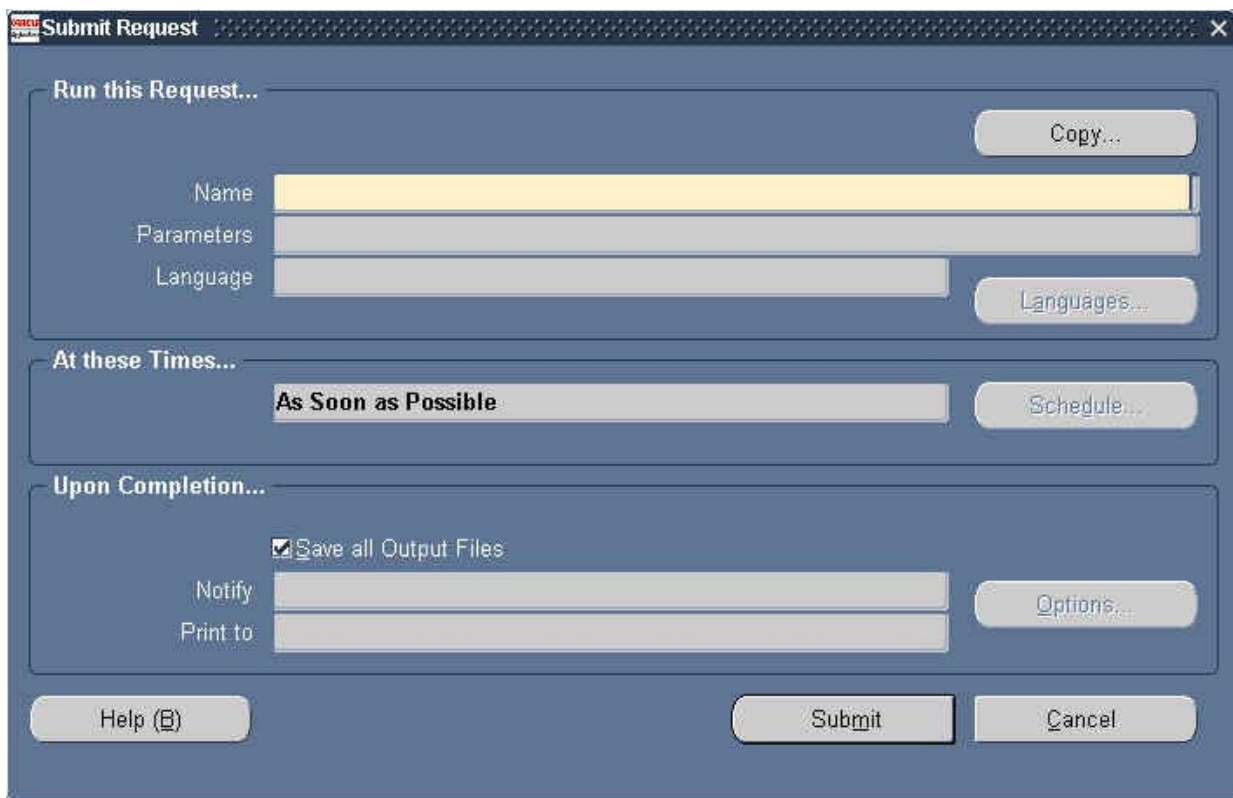
N → Reports → Run

Submit a New Request



SUBMIT A NEW REQUEST		
Field Name	Comments	Required?
Single Request	Allows you to enter an individual request.	Yes
Request Set	Allows you to submit a pre-defined set of requests.	No

1. Select (B) OK.



Submit Request

Run this Request...

Name

Parameters

Language

Copy...

Languages...

At these Times...

As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Notify

Print to

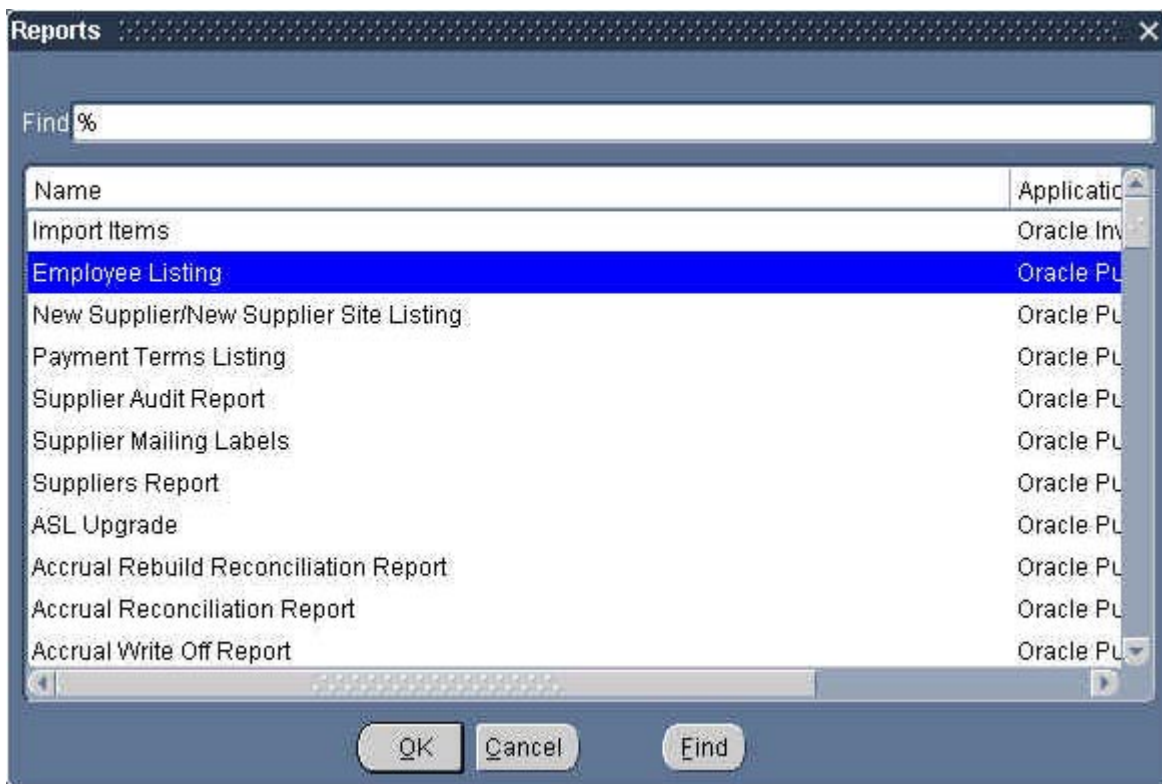
Options...

Help (B)

Submit

Cancel

2. Select Employee Listing from LOV.



Reports

Find %

Name	Application
Import Items	Oracle Inv
Employee Listing	Oracle PU
New Supplier/New Supplier Site Listing	Oracle PU
Payment Terms Listing	Oracle PU
Supplier Audit Report	Oracle PU
Supplier Mailing Labels	Oracle PU
Suppliers Report	Oracle PU
ASL Upgrade	Oracle PU
Accrual Rebuild Reconciliation Report	Oracle PU
Accrual Reconciliation Report	Oracle PU
Accrual Write Off Report	Oracle PU

OK Cancel Find

3. Select (B) OK. A Parameters screen will appear.

Parameters

Sort Employees By: Number, Name

Include Active/Inactive?: Both

Supervisor Name (skip for All):

Location (skip for All):

OK Cancel Clear Help

PARAMETERS		
Field Name	Comments	Required?
Sort Employees By	You can sort this report in four different ways: <ul style="list-style-type: none">• Last Name, First Name• Number, Name• Location, Name• Supervisor, Name	Yes
Include Active/Inactive?	You can submit the report for certain types of employees: <ul style="list-style-type: none">• Active. Submit the report for active employees only.• Inactive. Submit the report for inactive employees only.• Both. Submit the report for both active and inactive employees.	Yes
Supervisor Name	If you want to submit the listing for employees assigned to a particular supervisor, select the supervisor's name from the list of values.	No
Location	If you want to submit the listing for employees assigned to a particular location or department, select the location or department from the list of values.	No

4. Enter Parameters and select (B) OK.

Submit Request

Run this Request...

Name: Copy...

Parameters:

Language: Languages...

At these Times...

Schedule...

Upon Completion...

☒ Save all Output Files

Notify:

Print to: Options...

Help (B) Submit Cancel

SUBMIT REQUEST		
Run This Request Area		
Field Name	Comments	Required?
Name	Name of the Request.	Yes
Parameters	Enter additional criteria for the Request.	Yes
Language	Defaults to American English.	Yes
At these Times Area		
At these times	As Soon As Possible is the default.	Yes
Upon Completion Area		
Save All Output Files	Check this field if you want to save the output files to view online at a later time.	Yes
Notify	Enter the name of the user you would like to have the system notify when this process has completed.	No
Print To	Select the printer to have a hard copy of the system output printed.	No

Running the Fill Employee Hierarchy Process

Submit a New Request

Oracle Public Sector Purchasing
N → Reports → Run
Submit a New Request



SUBMIT A NEW REQUEST		
Field Name	Comments	Required?
Single Request	Allows you to enter an individual request.	No
Request Set	Allows you to submit a pre-defined set of requests.	No

1. You must select either Single Request or Request Set.
2. Select (B) OK.

Submit Request

Run this Request...

Name: **Fill Employee Hierarchy**

Parameters:

Language: **American English**

At these Times...

As Soon as Possible

Upon Completion...

☒ Save all Output Files

Notify:

Print to: **anf2_124_ps**

Buttons: Copy..., Languages..., Schedule..., Options..., Help (B), Submit, Cancel

SUBMIT REQUEST		
Run This Request Area		
Field Name	Comments	Required?
Name	Select Fill Employee Hierarchy from LOV.	Yes
Parameters	Not used for this report.	No
Language	Defaults to American English.	Yes
At These Times Area		
At these Times	As Soon As Possible is the default, or choose from: re-use a schedule you previously defined and saved, or define a new schedule. You can define your schedule to run a request as soon as possible, at a specific time, or repeatedly at specific intervals, on specific days of the week or month.	Yes
Upon Completion Area		
Save All Output Files	Check this field if you want to save the output files to view online.	No
Notify	Specify additional people to notify, or replace your name if you do not want to be notified.	No
Print To	Select a print style from LOV.	No

3. Select (B) Submit Request.


Lab 1: Setting Up an Employee

Instructions

A new employee, Olive Oylanlube, is due to go on travel status within the next month. You have been tasked with setting her up as an employee, and also as a supplier. ***For this exercise, each student must choose a unique name, Social Security Number (SSN), and unique address.***

Lab 1 Solutions: Setting Up an Employee

1. Open the Enter Person window in Human Resources:
N → People → Enter and Maintain
2. Enter Name of Employee. Select (B) Find to verify the employee has not been entered previously.
3. Select (B) Clear to clear query information, the select (B) New.



The screenshot shows the 'Find Person' window from the Oracle HR system. It has a dark blue header bar with the Oracle logo and the title 'Find Person'. Below the header, there are four input fields on the left: 'Full Name', 'Employee Number', 'Applicant Number', and 'Social Security'. Each field has a corresponding text box on the right. At the bottom right, there are three buttons: 'Clear', 'New', and 'Find'.

4. Entering the following in the People window:
 - Last Name – Oylanlube <choose a unique name>
 - First Name – Olive <choose a unique name>
 - Social Security Number - <unique ssn>
 - Type - Employee
 - Birth Date – 27-Jan-1951

Note: The employee number is generated by the system upon selecting (I) Save.

Lab 1 Solutions: Setting Up an Employee

People

Name

Last: **OYLANUBE**

First: **OLIVE**

Title:

Prefix:

Suffix:

Middle:

Gender: **Female**

Type: **Employee**

Latest Hire Date: **11-DEC-2002**

Date First Hired: **11-DEC-2002**

Identification

Social Security: **555-33-8585**

Employee: **1452**

Applicant:

Personal | Employment | Office Details | Applicant | Further Name | Other

Birth Date: **25-FEB-1951**

Age: **51**

Town of Birth:

Status:

Region of Birth:

Nationality:

Country of Birth:

Registered Disabled:

Effective Dates

From: **11-DEC-2002**

To:

[☐]

Address | **Picture** | **Assignment** | **Special Info** | **Others...**

Lab 1 Solutions: Setting Up an Employee

5. Select the Office Details tab. Enter the following information:

- Email – olive.oylanlube@fra.dot.gov
- Mail to - Home

Note: The e-mail address is especially important, because that is the way in which the employee is notified when travel funds have been paid.

The screenshot shows the 'People' application window with the 'Office Details' tab selected. The 'Name' section contains fields for Last (OYLANLUBE), First (OLIVE), Title, Prefix, Suffix, and Middle. The 'Gender' is set to 'Female' and the 'Type' is 'Employee'. The 'Latest Hire Date' and 'Date First Hired' are both '11-DEC-2002'. The 'Identification' section shows 'Social Security' as '555-33-8585', 'Employee' as '1452', and 'Applicant' as an empty field. The 'Office Details' tab is active, showing fields for Office, Location, Mailstop, Email (olive.oylanlube@fra.d), and Mail To (Home). The 'Effective Dates' section shows 'From' as '11-DEC-2002' and 'To' as an empty field. At the bottom, there are buttons for Address, Picture, Assignment, Special Info, and Others...

6. Select (I) Save.

7. Select (B) Assignment. In this screen, you must enter the following:

- Organization – Federal Railroad Administration
- Job – FRA JOB
- Group – FRA
- Position – FRA POSITION

Lab 1 Solutions: Setting Up an Employee

- Supervisor – this field must be entered unless the employee is the highest person in the organization.
 - Location – FRA NATL ACCTG OFF
8. Select (I) Save. Close back to the Navigator.

Suppliers - Introduction

Chapter 2

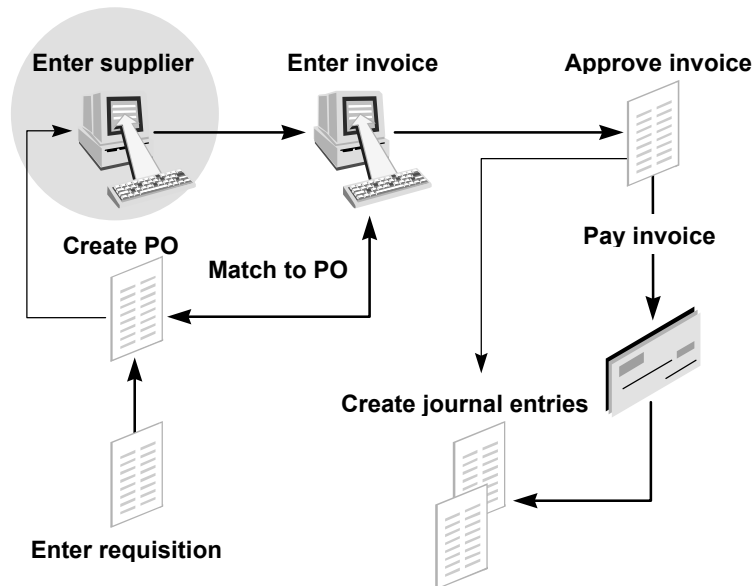
Suppliers - Introduction

Section Objectives

At the end of this section, you should be able to:

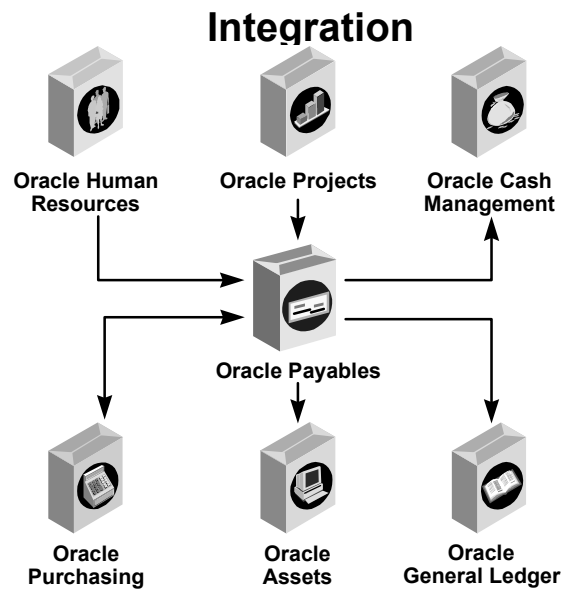
- Discuss the basic concepts of suppliers within Oracle Payables.

Setting Up Suppliers



- Set up suppliers in the Suppliers windows to record information about individuals and companies from whom you purchase goods and services.
- When you enter a supplier that does business from multiple locations, you store supplier information only once, and you enter supplier sites for each location.
- Most supplier information automatically defaults to all supplier sites. However, you can override these defaults and enter unique information for each site.
- When you enter a supplier, you can also record information for your own reference, such as the names of contacts or the name of the supplier's parent company if the supplier is a franchise or subsidiary. The parent company must also be defined as a supplier in the system.

Using Supplier Information



Three Oracle financial applications use the Supplier windows: Oracle Payables, Oracle Purchasing, and Oracle Assets. If you use more than one of these products, supplier information is shared with the other products.

To enter a purchase order, Oracle Purchasing needs at least one purchasing site. Oracle Purchasing uses supplier and supplier site information to enter default values such as freight terms and shipment method for all of the supplier's purchase orders. By defining receiving control options, you can ensure that products you receive are within the tolerance you specify and the guidelines you choose.

Oracle Assets uses only the supplier name, supplier number, and inactive date information from the Supplier windows.

By enabling the Create Employee as Supplier Payables option when you import the employee's expenses from Oracle Projects, Oracle Payables creates a supplier site with the appropriate address depending on the information you entered in the Enter Person window of Oracle Human Resources.

Creating Supplier Sites and Querying Suppliers

Chapter 3

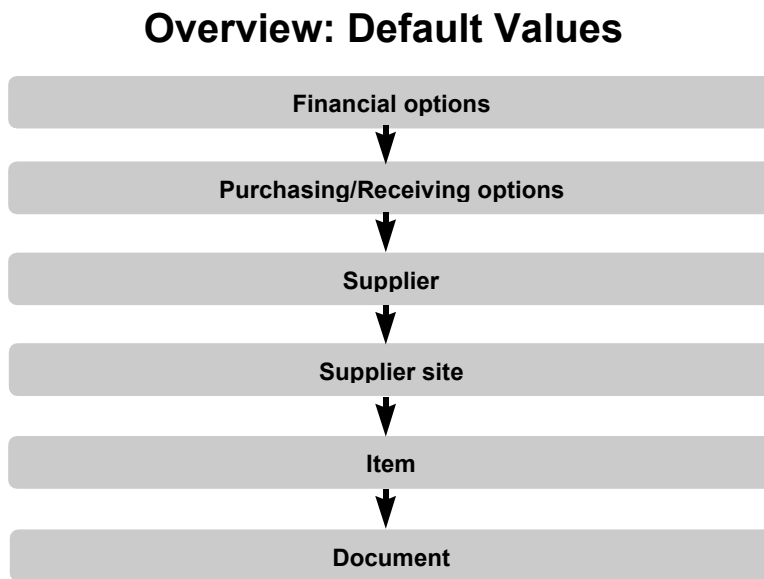
Creating Supplier Sites and Querying Suppliers

Section Objectives

At the end of this section, you should be able to:

- Create supplier information
- Define supplier site information
- Identify supplier contact information by site
- Merge suppliers
- Review suppliers
- Run supplier reports

Overview: Default Values

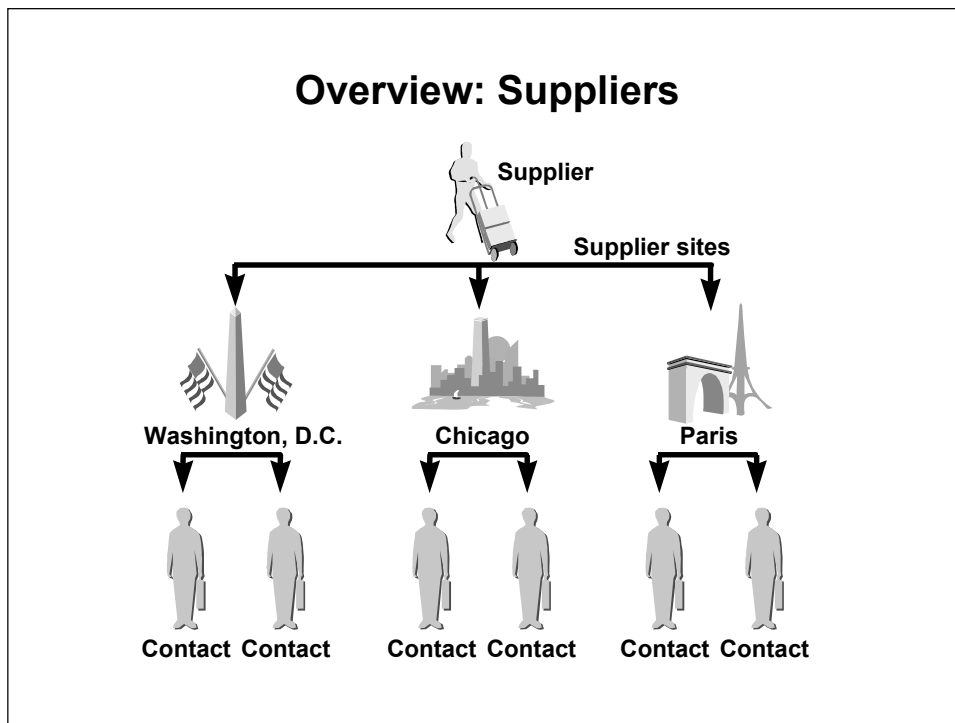


Default Values

Oracle Payables contains a hierarchy of options and defaults to expedite and control data entry.

- Options and defaults set at one level automatically cascade down to all lower levels in the hierarchy.
- Although you need to define these options and defaults only once, you can update them at any time to change controls and defaults for future transactions.
- You can override options and defaults at lower levels in the hierarchy.

Suppliers



Defining Supplier Information

You must define a supplier before performing most activities within Oracle Payables.

- You create a supplier master for each supplier with whom you do business.
- By using congruent naming conventions, you avoid duplicate suppliers.
- You specify details that are relevant to the payables and purchasing functions.

Many suppliers have multiple business sites.

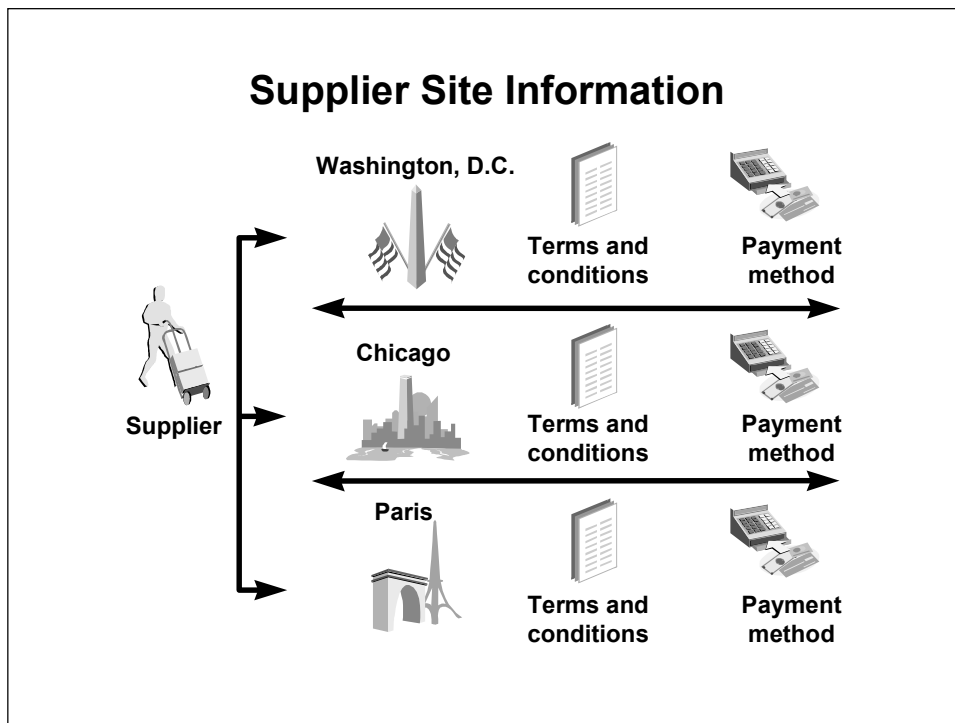
- You have the ability to identify terms and conditions, purchasing details, and payment information for each supplier site.

Suppliers

- You decide to which site or sites invoices and purchase orders are sent.
- You can put a supplier on hold or set a date to inactivate the supplier.
- You can default the supplier information down to the site level or override it.

Each site can have multiple contacts. You can enter contact information, including name and telephone number, at any time.

Supplier Sites and Contacts



Supplier Sites and Contacts

You can identify multiple business sites for each supplier and enter specific details for each site. In addition, you can identify an unlimited number of contacts for each site.

Naming Conventions

Naming Conventions

CONGRUENT

Testcom Inc
Data Inc
Value Corp

or

TESTCOM INCORPORATED
DATA INCORPORATED
VALUE CORPORATION

NONCONGRUENT

Testcom INC
Data Incorporated
Value Corp

or

TestCom Incorporated
DATA Inc.
Value Corp.

Congruent Naming Conventions

Prior to creating new supplier information, consider the supplier naming convention that the department uses.

It is important to have congruent naming conventions, because Oracle Payables accepts non-congruent styles as separate entries. Both of the following examples will be accepted as different company names and issued different supplier numbers:

- TESTCOM INC
- TEST-COM INC

The difference between these examples is the hyphen in the name TESTCOM.

Refer to: *Supplier Naming Conventions [REF7301Z]*

Supplier Naming Conventions

Distribution

AP Accounting Supervisor

AP DELPHI Controller

AP Lead Accounting Technician

AP Systems Accountant

PO Accounting Supervisor

PO DELPHI Controller

PO Lead Accounting Technician

PO Systems Accountant

Ownership

The Oracle Public Sector Payables Lead is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports Department of Transportation policy.

Naming Conventions - Vendor Names

All vendor names must be typed in uppercase format. Names should be spelled out in full with the following exceptions:

1. **Initials** - Companies that are known by the general public by their initials should be entered as such. (No spaces, no punctuation)

Example: AT&T IBM ITT MCI UPS

All other business names should be spelled out completely. Where more than one company uses the same initials, both companies' names should be written out.

2. **"State, County, City, Country" vendors** - First word should be the State, County, City's name. Spell the name out completely. If it is a city, use the state name in the supplier name field to differentiate between the same city name in different states.

Example:

CORRECT	INCORRECT
COLORADO STATE TREASURER	TREASURER OF COLORADO
CANADIAN COUNTY COMMISSIONER	COMM. OF CANADIAN COUNTY

WASHINGTON DC CITY COUNCIL	CITY COUNCIL OF WASHINGTON
Monroe TEXAS City of	Monroe City of

3. **Remove all Punctuation for Commercial Vendors** - Do not use periods, commas, parenthesis, or (semi) colons. It is OK, however, to use apostrophes to show ownership.
4. **Enter an individual name** - Enter last name first, followed by a comma, then first name and initial followed by a period.

Example:

CORRECT	INCORRECT
Smith, John P.	Smith John P
Taylor, Christ G. I	Taylor Christ G I
Lee, Nick R. JR	Lee Nick R JR

5. **No spacing in a person's last name** - Hyphens may be used if necessary.

Example:

CORRECT	INCORRECT
MCDONALD	MC DONALD
CROSBY-NASH	CROSBY NASH OR CROSBY/NASH

6. **Remove unnecessary words from beginning**

Words and symbols not to use on the first line of address:

#	AND	IE
THE	OF	FOR
ALSO	% CARE OF	ATTENTION
GENDER WORDS	TITLES	BY

Example:

CORRECT	INCORRECT
SALVATION ARMY	THE SALVATION ARMY

7. **Attention line** - Always goes below the firms' name.

Example:

XEROX CORPORATION
ATTENTION JOHN DOE

8. **Utilize abbreviations or drop any incorporation designations** - Drop the following if you can. If not, abbreviate:

CORP	CORPORATION
CO	COMPANY
INC	INCORPORATED
PLC	PUBLIC LIMITED COMPANY
LTD	LIMITED

Naming Conventions - Vendor Addresses

Addresses must be typed in uppercase format.

1. **Street Address** - Spelled out the name of the street completely. Abbreviate any secondary or directional information.

Example

CORRECT	INCORRECT
6500 W WASHINGTON ST	6500 W WASH. ST

See attached list of abbreviated designators.

2. **Post Office Box, Rural Route** - Use standard abbreviations

Example:

RR 112

PO BOX 223

3. **City Names** - Completely spell out all city names. Do not use punctuation. It is OK to abbreviate, Saint (ST), Mount (MT), and Fort (FT), but do not use periods.

If a city name has a directional preceding it - Spell the direction out completely:

Example:

CORRECT	INCORRECT
EAST ST LOUIS	E ST. LOUIS

4. **State Names** - Use U.S. Postal standard two letter abbreviation.
5. **Country Names** - Spell out the proper country names completely.

Example:

CORRECT	INCORRECT
SOUTH KOREA	S. KOREA

6. **Telephone Numbers** - Should be entered as follow:

Within the United States: Three(3) digit area code followed by seven(7) digit phone number and extension with a dash following the first 3 digits of the number.

Example:

405	954-3604 1234
-----	---------------

Outside the United States: International dialing code and the area code should be entered in the first field with a space between the International dialing code and the area code, the seven (7) digit phone number and extension is entered in the second field.

Example:

044 305

680-3456 1234

Here's how you would enter an address following all of these guidelines:

SMITH-JOHNSON, DAVID S.
12345 E WASHINGTON PL
MIAMI, FL 33132-1693
UNITED STATES OF AMERICA

DELL COMPUTER CORP
ATTENTION PURCHASING
100 DELL WAY
BOWIE, MD 20720-3474
UNITED STATES OF AMERICA

Common Unit Designators:

BLK	Block
RM	Room
FL	Floor
STE	Suite
BLDG	Building
APT	Apartment
DEPT	Department

Common Street Designators:

AVE	Avenue	HBR	Harbor
BLK	Block	HWY	Highway
BLVD	Boulevard	JCT	Junction
CSWY	Causeway	PKY	Parkway
PO BOX (#)	Post Office Box	CT	Court
RD	Road	RR	Rural Route
CIR	Circle	COR	Corner
CTR	Center	DR	Drive
PL	Place	EST	Estate
RTE	Route	EXPY	Expressway
SQ	Square	FWY	Freeway
TERR	Terrace		

These designators are based on US Postal Service Guidelines.

Duplicate Supplier Entries

Avoiding Duplicate Supplier Entries

Prior to setting up a new supplier in the Suppliers window, verify that the supplier does not already exist in the system:

- Perform a Find or Query on the supplier name.
- Submit the Suppliers Report.
- Submit the Supplier Audit Report.

Verification eliminates the possibility of having duplicate suppliers in the system and also improves system performance.

When you do your analysis and you find a duplicate supplier entry, you can request the suppliers to be merged. You also use this feature when suppliers actually merge or a buy out occurs.

Submit a New Request

Oracle Public Sector Payables

N → Other → Request → Run

Submit a New Request

Use the Suppliers Report to review detailed information you entered for a supplier in the Suppliers and Supplier Sites windows. This report also shows if a supplier is on PO Hold. You have the option to include supplier site address and contact information. Payables list your suppliers in alphabetical order, and you can additionally order the report by supplier number.



SUBMIT A NEW REQUEST		
Field Name	Comments	Required?
Single Request	Allows you to enter an individual request.	Yes
Request Set	Allows you to submit a pre-defined set of requests.	No

1. Select (B) OK.

Submit Request [X]

Run this Request...

Name [Copy...](#)

Parameters

Language [Languages...](#)

At these Times...

[Schedule...](#)

Upon Completion...

☒ Save all Output Files

Notify

Print to [Options...](#)

[Help \(B\)](#) [Submit](#) [Cancel](#)

SUBMIT REQUEST		
Run This Request Area		
Field Name	Comments	Required?
Name	Name of the Request.	Yes
Parameters	Enter additional criteria for the Request.	Yes
Language	Defaults to American English.	Yes
At These Times Area		
At these Times	As Soon As Possible is the default.	Yes
Upon Completion Area		
Save All Output Files	Check this field if you want to save the output files to view online.	No
Notify	Enter the name of the user you would like to have the system notify when this process has completed.	No
Print To	Select the printer to have a hard copy of the system output printed.	No

Parameters

Supplier Type (skip for All)

Supplier Name (skip for All)

Include All/Active Suppliers? **Active**

Order By **Supplier Name**

Include Site Information? **Yes**

Include All/Active Sites? **Active**

Site Pay Group (skip for All)

Include Contact Information? **Yes**

Include All/Active Contacts? **Active**

Print Home Country **Yes**

PARAMETERS		
Name	Comments	Required?
Supplier Type	Include all, or choose from LOV.	No
Supplier Name	Include all or specify supplier.	No
Include All/Active Suppliers	Active or All Suppliers	Yes
Order By	Sort by Name or Supplier Number.	Yes
Include Site Information	Include Supplier addresses – Yes/No	Yes
Include All/Active Sites	Active or All	Yes
Site Pay Group	Skip for all	No
Include Contact Information	Supplier Contact – Yes/No	No
Include All/Active Contacts	Active or All	No
Print Home Country	Yes or No	No

2. Select (B) OK to accept parameters entered.
3. Select (B) Submit to run the report.

Find or Enter Basic Supplier

Supplier Summary

Oracle Public Sector Payables

N → Suppliers → Entry

Suppliers Summary

Find Suppliers

1. Select (I) Find or (M) View-Find. The Find Suppliers screen will automatically appear. Enter criteria necessary to find supplier. Select (B) Find.

Find Suppliers

Supplier Name Supplier Number

Taxpayer ID Tax Registration Number

Inactive Dates - One Time

Supplier Type

Employee Name Employee Number

Parent Supplier Parent Number

Payment Priorities -

Reporting Name

Payment Terms

Pay Group

Reportable

Federal

Income Tax Type

State

Clear New Find

FIND SUPPLIERS		
Field Name	Comments	Required?
Supplier Name	Use Name of Supplier to limit the search for a supplier.	No
Supplier Number	Use the Supplier number to limit the search for a supplier.	No
Taxpayer ID	Use the tax identification number (TIN) to limit the search for a supplier.	No
Tax Registration Number	Use the VAT registration number to limit the search for a supplier.	No
Inactive Dates	Enter dates to limit the search for a supplier.	No
One Time	Use the one time field to limit the search for a supplier.	No
Supplier Type	Use the Supplier type to limit the search for a supplier.	No
Employee Name	Use the Employee Name to limit the search for a supplier.	No
Employee Number	Employee number to limit the search for a supplier.	No

Parent Supplier	Use the Parent Supplier Name to limit the search for a supplier.	No
Parent Number	Parent Supplier Number to limit the search for a supplier.	No
Payment Priorities	Use the Payment Priority to limit the search for a supplier.	No
Reporting Name	Use the reporting Name to limit the search for a supplier.	No
Payment Terms	Use the Payment terms for the supplier to limit the search for a supplier.	No
PayGroup	Use the PayGroup to limit the search for a supplier.	No
Reportable Area		
Federal	Use the Federal reporting status to limit the search for a supplier.	No
Income Tax Type	Use the Income Tax Type to limit the search for a supplier.	No
State	Use the State reporting status to limit the search for a supplier.	No

- If no supplier meets your criteria, and a new supplier must be added, select (B) New and type in the name of the new supplier.

Suppliers (FEDERAL RAILROAD ADMIN)

Supplier Name: **BARNES & NOBLES** Supplier Number: **156487958**

Taxpayer ID: **156487958** Tax Registration Number: []

Inactive On: []

General | Classification | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Parent Supplier Name: [] Number: []

Customer Number: []

Sites

SUPPLIERS		
Field Name	Comments	Required?
Supplier Name	Name of Supplier – Use a naming convention to prevent future duplications.	Yes
Supplier Number	Use the Tax Identification Number (TIN). <i>The Supplier Number and the Taxpayer ID must always be the same number in Delphi.</i>	Yes

Taxpayer ID	The TIN applies to both business and individual tax numbers. An Employee Identification Number (EIN) is used by sole-proprietorships, partnerships and corporations that are responsible for federal taxes. The term TIN also applies to an individual's Social Security Number (SSN).	Yes
Tax Registration Number	This is used for a value-added tax (VAT) supplier. Not used in DELPHI.	No
Inactive After	Enter date to prevent purchase order or invoice entry after a certain date for this Supplier.	No
[]	Descriptive Flexfield to capture the 2-byte Department Code for Suppliers that are within the Federal Government.	No

3. Select Supplier Tabs to enter the necessary supplier header information in the Suppliers screen.

Supplier Header Tabs

Header Tab	Relevant Purchasing Information
Classification	Business classification, including Small Business, Woman- owned, Minority Owned
General	Parent supplier association, Customer Number
Control	Holds, Invoice Amount Limit
Payment	Terms, Currency, Payment Method
Purchasing	Ship-To, Bill-To, and Purchase Order Hold
Receiving	Invoice Matching, Tolerance, Days Early/Late
Accounting	Distribution Set, Liability, Prepayment, Future Dated Payment
EDI	Electronic Payment Method, Payment Format, Remittance Method, Transaction Handling
Invoice Tax	DOT does not use this functionality
Tax Reporting	1099 Reportable: Federal, Income Tax Type, State

Entering Detailed Supplier Information: Classification Tab

Suppliers

Oracle Public Sector Payables
N → Suppliers → Entry
Suppliers

1. Find the Supplier.
2. Select the Classification Tab.

Suppliers (FEDERAL RAILROAD ADMIN)

Supplier Name: **BARNES & NOBLES** Supplier Number: **156487958**

Taxpayer ID: **156487958** Tax Registration Number: []

Inactive On: []

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Type: **Supplier**

Employee Name: [] Number: []

☐ One Time

SIC: []

Minority Owned: []

☐ Small Business

☐ Woman Owned

Sites

SUPPLIERS		
Field Name	Comments	Required?
Supplier Name	Name of Supplier – Use a naming convention to prevent future duplications.	Yes
Supplier Number	Use the Tax Identification Number (TIN). <i>The Supplier Number and the Taxpayer ID must always be the same number in Delphi.</i>	Yes
Taxpayer ID	The TIN applies to both business and individual tax numbers. An Employee Identification Number (EIN) is used by sole-proprietorships, partnerships and	Yes

	corporations that are responsible for federal taxes. The term TIN also applies to an individual's Social Security Number.	
Tax Registration Number	This is used for a value-added tax (VAT) supplier. Not used in DELPHI.	No
Inactive On	Enter date to prevent purchase order or invoice entry after a certain date for this Supplier.	No
[]	Descriptive Flexfield to capture the 2-byte Department Code for Suppliers that are within the Federal Government.	No

- Place cursor in the descriptive flexfield, which is the last field displayed in the supplier header area. A popup screen for Departmental Eliminations will appear.

The screenshot shows a window titled 'Vendors' with a sub-header 'ELIMINATIONS DEPT'. Below the header is a text input field followed by a small square button with three dots. A horizontal scrollbar is visible below the input field. At the bottom right of the window are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

VENDORS		
Field Name	Comments	Required?
Eliminations Dept	Required if Federal Agency. Enter the 2-byte Department Code for Suppliers that are within the Federal Government. THIS DATA IS REQUIRED FOR FACTS REPORTING.	Yes

For more information on Department Codes refer to Part 2- Chapter 4000 Federal Agencies' Centralized Trail - Balance System (FACTS 1) Appendix 3.

- Select (B) OK.
- Select (B) Tab to enter the necessary supplier header information in the Suppliers screen.

SUPPLIERS (continued)		
Classification TAB		
Field Name	Comments	Required?
Type	Used to group Suppliers for reporting purposes.	Yes
Employee Name	Used to link an Employee to the Supplier.	No
Number	Employee number assigned by the system when entering the Employee.	Display Only
One Time	Select this box if not expecting to do repeat business with the Supplier.	No
SIC	Standard Industry Code – Can be used for reporting purposes.	No
Minority Owned	Select the minority group if the supplier is minority owned.	No

Small Business	Select checkbox if supplier is a small business.	No
Woman Owned	Use this to track businesses owned by woman.	No

Entering Detailed Supplier Information: General Tab

Suppliers

Oracle Public Sector Payables

N → Suppliers → Entry

Suppliers

The screenshot shows the Oracle Suppliers (FEDERAL RAILROAD ADMIN) application window. The title bar reads "Suppliers (FEDERAL RAILROAD ADMIN)". The form has a dark blue header with the following fields:

- Supplier Name:
- Supplier Number:
- Taxpayer ID:
- Tax Registration Number:
- Inactive On: [☐]

Below the header is a tabbed interface with the following tabs: General, Classification, Accounting, Control, Payment, Bank Accounts, EDI, Invoice Tax, and Withholding Tax. The "General" tab is selected. The main content area of the General tab is light gray and contains the following fields:

- Parent Supplier Name:
- Number:
- Customer Number:

At the bottom right of the form is a button labeled "Sites".

1. Find the Supplier.
2. Select the General Tab.

Suppliers (FEDERAL RAILROAD ADMIN)

Supplier Name **BARNES & NOBLES** Supplier Number **156487958**

Taxpayer ID **156487958** Tax Registration Number

Inactive On []

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Parent Supplier Name Number

Customer Number

Sites

SUPPLIERS		
Field Name	Comments	Required?
Supplier Name	Name of Supplier – Use a naming convention to prevent future duplications.	Yes
Supplier Number	Use the Tax Identification Number (TIN). <i>The Supplier Number and the Taxpayer ID must always be the same number in Delphi.</i>	Yes
Taxpayer ID	The TIN applies to both business and individual tax numbers. An Employee Identification Number (EIN) is used by sole-proprietorships, partnerships and corporations that are responsible for federal taxes. The term TIN also applies to an individual's Social Security Number (SSN).	Yes
Tax Registration Number	This is used for a value-added tax (VAT) supplier. Not used in DELPHI.	No
Inactive On	Enter date to prevent purchase order or invoice entry after a certain date for this Supplier.	No
[]	Descriptive Flexfield to capture the 2-byte Department Code for Suppliers that are within the Federal Government.	No
General TAB		
Parent Supplier Name	Name of the Suppliers parent company if supplier is a franchise or subsidiary. (The parent company must also be set up as a Supplier in the system.)	No
Number	Parent Supplier Number will default from the system assigned number.	Display Only
Customer	The identification number your Supplier uses to identify	No

Number	your agency.	
--------	--------------	--

3. Select (I) Save.

Entering Detailed Supplier Information Payment Tab

Suppliers

Oracle Public Sector Payables

N → Suppliers → Entry

Suppliers

Supplier Name Supplier Number

Taxpayer ID Tax Registration Number

Inactive On []

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Parent Supplier Name Number

Customer Number

Sites

1. Find the Supplier.

SUPPLIERS		
Field Name	Comments	Required?
Supplier Name	Name of Supplier – Use a naming convention to prevent future duplications.	Yes
Supplier Number	Use the Tax Identification Number (TIN). <i>The Supplier Number and the Taxpayer ID must always be the same number in Delphi.</i>	Yes
Taxpayer ID	The TIN applies to both business and individual tax numbers. An Employee Identification Number (EIN) is	Yes

	used by sole-proprietorships, partnerships and corporations that are responsible for federal taxes. The term TIN also applies to an individual's Social Security Number (SSN).	
Tax Registration Number	This is used for a value-added tax (VAT) supplier. Not used in DELPHI.	No
Inactive After	Enter date to prevent purchase order or invoice entry after a certain date for this Supplier.	No
[]	Descriptive Flexfield to capture the 2-byte Department Code for Suppliers that are within the Federal Government.	No

2. Select the Payment Tab.

Suppliers (FEDERAL RAILROAD ADMIN)

Supplier Name **BARNES & NOBLE BOOKSTORE #654** Supplier Number **132536119**

Taxpayer ID **132536119** Tax Registration Number []

Inactive On []

General Classification Accounting Control **Payment** Bank Accounts EDI Invoice Tax Withholding Tax

Terms **PROMPT NET 30** Invoice Currency **USD**

Pay Group **VENDOR** Payment Currency **USD**

Payment Priority **99**

Terms Date Basis **Invoice Received** ☐ Always Take Discount

Pay Date Basis **Discount** ☒ Exclude Freight From Discount

Payment Method **Electronic** ☒ Allow Interest Invoices

☒ Pay Alone

Sites

SUPPLIERS		
Payment TAB		
Field Name	Comments	Required?
Terms	Payment terms used for to schedule payments for the supplier invoices.	Yes
Invoice Currency	The supplier invoice currency is used as a default when entering invoices for the supplier.	Yes
Pay Group	The Pay group used as a default when entering invoices for the supplier.	Yes
Payment Currency	The supplier payment currency is used as a default in the Payment Currency field when entering invoices for the supplier.	Yes

Payment Priority	A number between 1(high) and 99 (low) which represents the priority of the payment.	Yes
Terms Date Basis	Date from which Payables calculates a scheduled payment for a supplier. This option must be set to Invoice Received to comply with the Prompt Pay Act.	Yes
Always Take Discount	Enabling this option to have Payables always take a discount when offered. This option will not be enabled for suppliers subject to the Prompt Pay Act.	No
Pay Date Basis	The Pay Date Basis for a supplier determines the pay date for a supplier's invoices.	Yes
Exclude Freight From Discount	Enable this option to have Payables automatically subtract freight amounts when calculating discounts for invoices.	No
Payment Method	The most frequent method used to pay the supplier site.	Yes
Allow Interest Invoices	Enable this option to have Payables calculate interest for the supplier's overdue invoices and create corresponding interest invoices when you pay the overdue invoices.	Yes
Pay Alone	Enable this option to have Payables process payments individually. This option must be enabled for ECS payments to process correctly.	Yes

Entering Supplier Information: Receiving Tab

Suppliers

Oracle Public Sector Payables

N → Supplier → Entry

Suppliers

Suppliers (FEDERAL RAILROAD ADMIN)

Supplier Name Supplier Number

Taxpayer ID Tax Registration Number

Inactive On []

Control Payment Bank Accounts EDI Invoice Tax Withholding Tax Tax Reporting Purchasing Receiving

Enforce Ship-To Location **Warning**

Receipt Routing **Direct Delivery**

Match Approval Level **2-Way**

Qty Received Tolerance 0 %

Qty Received Exception **Warning**

Days Early Receipt Allowed 0 ☐ Allow Substitute Receipts

Days Late Receipt Allowed 0 ☐ Allow Unordered Receipts (Q)

Receipt Date Exception **Warning**

Sites

SUPPLIERS

Field Name	Comments	Required?
Supplier Name	Name of Supplier – Use a naming convention to prevent future duplications.	Yes
Supplier Number	Use the Tax Identification Number (TIN). <i>The Supplier Number and the Taxpayer ID must always be the same number in Delphi.</i>	Yes
Taxpayer ID	The TIN applies to both business and individual tax numbers. An Employee Identification Number (EIN) is used by sole-proprietorships, partnerships and corporations that are responsible for federal taxes. The term TIN also applies to an individual's Social Security Number (SSN).	Yes

Tax Registration Number	This is used for a value-added tax (VAT) supplier. Not used in DELPHI.	No
Inactive On	Enter date to prevent purchase order or invoice entry after a certain date for this Supplier.	No
[]	Descriptive Flexfield to capture the 2-byte Department Code for Suppliers that are within the Federal Government.	No
Receiving TAB		
Enforce Ship-To Location	Field defaults from initial setup of the application. System will display a warning if a Ship-To site is used other than required.	Yes
Receipt Routing	Field defaults from initial setup of the application. This field should be set to Direct Delivery. This field effects the processing of receiving transactions.	Yes
Match Approval Level	Field defaults from initial setup of the application. Field can be overridden if default is different for the supplier. Options are 2-Way (PO and Invoice), 3-Way (PO, Invoice, and Receiver), or 4-Way (PO, Invoice, Receiver, and Inspection).	Yes
Qty Received Tolerance	Field defaults from initial setup of the application. This field should be set to 0%. This field effects the processing of receiving transactions.	Yes
Qty Received Exception	Field defaults from initial setup of the application. System will display a warning if the Quantity received exceeds the quantity ordered.	Yes
Days Early Receipt Allowed	Field defaults from initial setup of the application. This field should be set to 0 days. This field effects the processing of receiving transactions.	Yes
Allow Substitute Receipts	Field defaults from initial setup of the application. Select this field if authorized to accept substitute items from the Supplier.	No
Days Late Receipt Allowed	Field defaults from initial setup of the application to 0 days. This field effects the processing of receiving transactions.	Yes
Allow Unordered Receipts	Field defaults from initial setup of the application. Select this field if authorized to accept unordered items from the Supplier.	No
Receipt Date Exception	Field defaults from initial setup of the application. System will display a warning if the receipt days allowed is exceeded.	Yes

Entering Detailed Supplier Information: Tax Reporting Tab

Suppliers

Oracle Public Sector Payables

N → Suppliers → Entry

Suppliers

1. Find the Supplier.
2. Select the Tax Reporting Tab.

SUPPLIERS		
Field Name	Comments	Required?
Supplier Name	Name of Supplier – Use a naming convention to prevent future duplications.	Yes
Supplier Number	Use the Tax Identification Number (TIN). <i>The Supplier Number and the Taxpayer ID must always be the same number in Delphi.</i>	Yes
Taxpayer ID	The TIN applies to both business and individual tax numbers. An Employee Identification Number (EIN) is used by sole-proprietorships, partnerships and corporations that are responsible for federal taxes. The term TIN also applies to an individual's Social Security Number (SSN).	Yes
Tax Registration Number	This is used for a value-added tax (VAT) supplier. Not used in DELPHI.	No
Inactive On	Enter date to prevent purchase order or invoice entry after a certain date for this Supplier.	No
[]	Descriptive Flexfield to capture the 2-byte Department Code for Suppliers that are within the Federal Government.	No
Tax Reporting TAB		
Reportable Area		
Federal	Enable checkbox if supplier payments are federally reportable for 1099 purposes.	No
Income Tax Type	Income tax type for a United States 1099 reportable supplier. See table below.	No
State	Enable checkbox if supplier payments are reportable on a state level for 1099 purposes.	No
Reporting Site	Payables displays the income tax reporting site for the Supplier if a supplier site has been defined for the supplier.	Display Only
Reporting Name	Tax reporting name for a supplier subject to income tax reporting requirements if different than supplier name.	No

Verification Date	Date received tax verification from the Supplier. Payables prevents the generation of any further letters to a supplier after the verification date.	No
Name Control	The first four characters of the last name of your 1099 supplier.	No
Organization Type	Type of organization for this supplier. Example: Corporation.	No

Income Tax Type	Description
MISC1	Rent
MISC10	Crop Insurance Proceeds not capitalized under sections 278,;
MISC13	Excess golden parachute payments
MISC14	Gross proceeds paid to an attorney
MISC2	Royalties
MISC3	Other Income
MISC5	Fishing boat proceeds
MISC6	Medical and health care payments
MISC7	Non-employee compensation
MISC8	Payments in lieu of dividend or interest
MISC9	Consumer Products for Resale

Entering Detailed Supplier Information EDI Tab

Suppliers

Oracle Public Sector Payables

N → Suppliers → Entry

Suppliers

The screenshot shows the Oracle Suppliers (FEDERAL RAILROAD ADMIN) form. The top section contains fields for Supplier Name, Supplier Number, Taxpayer ID, Tax Registration Number, and Inactive On. Below this is a tabbed interface with tabs for General, Classification, Accounting, Control, Payment, Bank Accounts, EDI, Invoice Tax, and Withholding Tax. The EDI tab is selected, showing fields for Parent Supplier Name, Number, and Customer Number. A Sites button is located at the bottom right of the form.

1. Find the Supplier.
2. Select the EDI Tab.

Suppliers (FEDERAL RAILROAD ADMIN)

Supplier Name **BARNES & NOBLES** Supplier Number **156487958**

Taxpayer ID **156487958** Tax Registration Number []

Inactive On []

General Classification Accounting Control Payment Bank Accounts **EDI** Invoice Tax Withholding Tax

EDI Gateway

Payment Method **ACH**

Payment Format **CCP**

Remittance Method **EDI to payee's bank**

Remittance Instruction []

Transaction Handling **C**

Sites

SUPPLIERS		
Field Name	Comments	Required?
Supplier Name	Name of Supplier – Use a naming convention to prevent future duplications.	Yes
Supplier Number	Use the Tax Identification Number (TIN). <i>The Supplier Number and the Taxpayer ID must always be the same number in Delphi.</i>	Yes
Taxpayer ID	The TIN applies to both business and individual tax numbers. An Employee Identification Number (EIN) is used by sole-proprietorships, partnerships and corporations that are responsible for federal taxes. The term TIN also applies to an individual's Social Security Number (SSN).	Yes
Tax Registration Number	This is used for a value-added tax (VAT) supplier. Not used in Delphi	No
Inactive On	Enter date to prevent purchase order or invoice entry after a certain date for this Supplier.	No
[]	Descriptive Flexfield to capture the 2-byte Department Code for Suppliers that are within the Federal Government.	No
EDI TAB		
Payment Method	Indicates how an electronic payment is to be made. Select ACH.	No
Payment Format	Indicates type of information being transmitted	No

	with the Payment Method is ACH. <i>For an employee the payment format must be PPP, it cannot be CCP. If the wrong payment format is entered, the supplier information cannot be saved before it is corrected.</i>	
Remittance Method	Indicates which party is responsible for sending the remittance advice to the payee. Select EDI to Payee's Bank.	No
Remittance Instruction	Use field to enter text of specific wire or other electronic payment instructions for an intermediary or recipient financial institution.	No
Transaction Handling	Standard EDI transaction codes that designate actions to be taken by all parties. Select C.	No

3. Select (I) Save.

Defining Banks

Banks

Oracle Public Sector Payables

N → Setup → Payment → Banks

Banks

Only internal banks need to be entered. Supplier banks are loaded using the Financial Organization Directory (FOD) each month.

Banks (FEDERAL RAILROAD ADMIN)

Bank

Name: **FRA TREASURY**

Number: **69010006**

Institution: **Bank**

Description: **TREASURY**

Inactive On:

Address:

Country: **United States**

Address:

City:

Province:

Bank Branch

Name: **FRA TREASURY**

Number: **69010006-**

Type: **ABA**

EDI ID Number:

EDI Location:

EFT Number: []

State:

County:

Postal Code:

[Related Banks](#) [Bank Accounts](#)

BANKS		
Bank Area		
Field Name	Comments	Required?
Name	Name of the bank.	Yes
Number	Bank identification number. For internal banks, use ALC number.	Yes
Bank Branch Area		
Name	Name of bank branch.	Yes
Number	Bank Branch identification number. For internal banks, use	Yes

	ALC number.	
Type	The Banking Organization to which this branch belongs. Enter ABA.	Yes
Institution	Type of banking institution.	Yes
EDI ID Number	Electronic Data Interchange identification number.	Yes
Description	Description for the bank or additional information.	Yes
EDI Location	Electronic Data Interchange location.	Yes
Inactive On	Enter date to limit usage of the bank.	No
EFT Number	Electronic fund transfer number.	No
Address Region		
Country	Country the where the bank is located.	Yes
Address	Address for the bank.	Yes
City	City where the bank is located.	Yes
Province	Province where the bank is located.	Yes
State	State where the bank is located.	Yes
County	County where the bank is located.	Yes
Postal Code	Postal code for the bank.	Yes

1. Navigate to the Contact Alternative Region.

Banks (FEDERAL RAILROAD ADMIN)

Bank Name: FRA TREASURY Number: 69010006		Bank Branch Name: FRA TREASURY Number: 69010006 Type: ABA	
Institution:	Bank	EDI ID Number:	
Description:	TREASURY	EDI Location:	
Inactive On:		EFT Number:	
Contact			
Last:		First:	
Title:		Prefix:	
Phone:		Middle:	

[Related Banks](#)
[Bank Accounts](#)

BANKS		
Bank Area		
Field Name	Comments	Required?
Name	Name of the bank.	Yes

Number	Bank identification number. For internal banks, use the ALC number.	Yes
Bank Branch Area		
Name	Name of bank branch.	Yes
Number	Bank Branch identification number. For internal banks, use the ALC number.	Yes
Type	The banking organization to which this branch belongs. Enter ABA.	Yes
Institution	Type of banking institution.	Yes
EDI ID Number	Electronic Data Interchange identification number.	Yes
Description	Description for the bank or additional information.	Yes
EDI Location	Electronic Data Interchange location.	Yes
Inactive On	Enter date to limit usage of the bank.	No
EFT Number	Electronic fund transfer number.	No
Contact Region		
Last	Last Name of Contact.	No
First	First Name of Contact.	No
Middle	Middle initial of contact.	No
Title	Title of the contact.	No
Prefix	Prefix, such as Mr., Mrs., of the contact.	No
Phone	Phone number for the contact.	No

2. Navigate to the Clearing House Alternative Region.

Banks (FEDERAL RAILROAD ADMIN)

Bank		Bank Branch	
Name	FRA TREASURY	Name	FRA TREASURY
Number	69010006	Number	69010006
		Type	ABA
Institution	Bank	EDI ID Number	
Description	TREASURY	EDI Location	
Inactive On		EFT Number	
Clearing House			
Clearing House			
Branch			

Related Banks Bank Accounts

BANKS

Bank Area		
Field Name	Comments	Required?
Name	Name of the bank.	Yes
Number	Bank identification number. For internal banks, use the ALC number.	Yes
Bank Branch Area		
Name	Name of bank branch.	Yes
Number	Bank Branch identification number. For internal banks, use the ALC number.	Yes
Type	The banking organization to which this branch belongs. Enter ABA.	Yes
Institution	Type of banking institution.	Yes
EDI ID Number	Electronic Data Interchange identification number.	Yes
Description	Description for the bank or additional information.	Yes
EDI Location	Electronic Data Interchange location.	Yes
Inactive On	Enter date to limit usage of the bank.	No
EFT Number	Electronic fund transfer number.	No
Clearing House Region		
Clearing House	Select the bank related to the clearing house.	No
Branch	Select the bank branch related to the clearing house.	No

Supplier Site Tabs

Tab	Relevant Purchasing Information
General	Pay Site, Purchasing Site, Telephone, Fax Number, Telex Number
Bank Accounts	Bank Number, Account Name, Branch
Accounting	Distribution, GL Accounts
Control	Holds, Invoice Amount Limit
Payment	Terms, Currency, Payment Method
Purchasing	Ship-To, Bill-To, Payment on Receipt
Contacts	Name, Telephone
EDI	Payment Method, Payment Format, Remittance Method, Transaction Handling
Invoice Tax	DOT does not use this functionality
Tax Reporting	Tax Registration Number, Income Tax Reporting Site

Entering Basic Supplier Site Information

Find Suppliers

Oracle Public Sector Payables

N → Suppliers → Entry

M → View → Find

Find Suppliers

1. Enter criteria necessary to find supplier.
2. Select (B) Find.

Find Suppliers

Supplier Name Supplier Number

Taxpayer ID Tax Registration Number

Inactive Dates - One Time

Supplier Type

Employee Name Employee Number

Parent Supplier Parent Number

Payment Priorities -

Reporting Name

Pay Group

Reportable

Federal

Income Tax Type

State

Clear New Find

FIND SUPPLIERS		
Field Name	Comments	Required?
Supplier Name	Use Name of Supplier to limit the search for a supplier.	No
Supplier Number	Use the Supplier number to limit the search for a supplier.	No
Taxpayer ID	Use the tax identification number (TIN) to limit the search for a supplier.	No
Tax Registration Number	Use the VAT registration number to limit the search for a supplier.	No
Inactive Dates	Enter dates to limit the search for a supplier.	No
One Time	Use the one time field to limit the search for a supplier.	No
Supplier Type	Use the Supplier type to limit the search for a supplier.	No

Employee Name	Use the Employee Name to limit the search for a supplier.	No
Employee Number	Employee number to limit the search for a supplier.	No
Parent Supplier	Use the Parent Supplier Name to limit the search for a supplier.	No
Parent Number	Parent Supplier Number to limit the search for a supplier.	No
Payment Priorities	Use the Payment Priority to limit the search for a supplier.	No
Reporting Name	Use the reporting Name to limit the search for a supplier.	No
Payment Terms	Use the Payment terms for the supplier to limit the search for a supplier.	No
PayGroup	Use the PayGroup to limit the search for a supplier.	No
Reportable Area		
Federal	Use the Federal reporting status to limit the search for a supplier.	No
Income Tax Type	Use the Income Tax Type to limit the search for a supplier.	No
State	Use the State reporting status to limit the search for a supplier.	No

Suppliers (FEDERAL RAILROAD ADMIN)

Supplier Name **BARNES & NOBLES** Supplier Number **156487958**

Taxpayer ID **156487958** Tax Registration Number

Inactive On []

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Parent Supplier Name Number

Customer Number

Sites

SUPPLIERS		
Field Name	Comments	Required?
Supplier Name	Use Name of Supplier to limit the search for a supplier.	No
Supplier Number	Use the Supplier number to limit the search for a supplier.	No
Taxpayer ID	Use the tax identification number (TIN) to limit the search for a supplier.	No
Tax Registration	Use the VAT registration number to limit the search for a	No

Number	supplier.	
Inactive On	Enter a date to inactivate the supplier. From this date on, this supplier is not included in the LOV.	No

3. Select (B) Sites.

Supplier Sites (FEDERAL RAILROAD ADMIN) - BARNES & NOBLES, 156487958

Site Name: **FRA OKC** ☒

Country: **United States**

Address: **1500 MEMORIAL DR**

City: **OKC** State: **OK** Postal Code: **73158**

Province: Province County: County Language: Language Inactive On: Inactive On

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Site Uses

☒ Pay ☒ Purchasing

☐ RFQ Only ☐ Procurement Card

Customer Number: Customer Number

Shipping Network Location: Shipping Network Location

Supplier Notification Method: **E-mail**

Communication

Voice: Area Code: **405** Number: **789-9587** Telex: Telex

Fax: Fax E-mail: E-mail

4. Enter Supplier Site information; enter criteria as needed.

SUPPLIER SITES		
Field Name	Comments	Required?
Site Name	Name of Supplier Site – Use a naming convention to prevent future duplications.	Yes
Country	Country where the Supplier Site is located.	Yes
Address	Street address for the Supplier Site.	Yes
City	City where the Supplier Site is located.	Yes
State	State where the Supplier Site is located.	Yes
Postal Code	Postal Code for the Supplier Site.	Yes
Province	Province where the Supplier Site is located.	No
County	County where the Supplier Site is located.	No
Language	Language for the Supplier Site.	No
Inactive On	Used to limit the use of this Supplier Site.	No
City Code	Enter the City Code for the supplier site.	No
County Code	Enter the County Code for the supplier site.	No
General TAB		

Site Uses Area		
Pay	A supplier site to which payment for invoices will be sent. Invoices cannot be entered for a supplier site that is not defined as a pay site.	No
Purchasing	A supplier site from which goods or services are ordered. Must enter at least one purchasing site before Purchasing will allow a purchase order to be entered.	No
RFQ Only	A supplier site that receives quotations only. Enabling this site type will not allow entering purchase orders for a supplier site.	No
Procurement Card	Supplier site that accepts the credit card brands of your procurement cards.	No
Communication Area		
Voice Area Code	Area code of the telephone number for the supplier site.	No
Voice Number	Last seven digits of the telephone number for the supplier site.	No
Telex	Telex for the supplier site.	No
Fax Area Code	Area code for the fax number for the supplier site.	No
Fax Number	Last seven digits of the fax number for the supplier site.	No
E-mail	Enter the E-mail address for the supplier site.	No
Customer Number	The number your supplier uses to identify your company or organization.	No
Shipping Network Location	Physical location of the supplier site. The location you enter here appears on the LOV for the Ship-To-Location in Oracle Purchasing.	No
Supplier Notification Method	Select E-mail, Fax, or Printed Document as the preferred method of communication with the supplier.	No

Supplier Sites (FEDERAL RAILROAD ADMIN) - BARNES & NOBLES, 156487958

Site Name: **FRA OKC** ☐

Country: **United States**

Address: **1500 MEMORIAL DR**

City: **OKC** State: **OK** Postal Code: **73158**

Province: Province County: County

Language: Language Inactive On: Inactive On

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Effective Dates

Name	Number	Curr	Primary	From	To
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Bank

Name: Name Number: Number

Branch

Name: Name Number: Number

5. Select the Bank Accounts Tab and enter criteria as needed.

SUPPLIER SITES		
Field Name	Comments	Required?
Site Name	Name of Supplier Site – Use a naming convention to prevent future duplications.	Display Only
Country	Country where the Supplier Site is located.	Display Only
Address	Street address for the Supplier Site.	Display Only
City	City where the Supplier Site is located.	Display Only
State	State where the Supplier Site is located.	Display Only
Postal Code	Postal Code for the Supplier Site.	Display Only
Province	Province where the Supplier Site is located.	Display Only
County	County where the Supplier Site is located.	Display Only
Language	Language for the Supplier Site.	Display Only
Inactive On	Used to limit the use of this Supplier Site.	Display Only
Bank Account TAB		
Name	Name of the bank account this Supplier Site uses.	Yes
Number	Bank Account Number for the bank account that this Supplier Site uses.	Yes
Curr	Currency defined for the bank account.	No
Primary	Enable this checkbox to use this bank account as a default when paying the supplier electronically.	No
Effective Dates From	Enter a date to limit the usage of this bank account.	No
Effective Dates To	Enter a date to limit the usage of this bank account.	No

Bank Area		
Name	Bank Name	Display Only
Number	Bank Number - NOTE: Routing number should be no more than or less than 9 bytes.	Display Only

Branch Area		
Name	Bank Branch Name.	Display Only
Number	Bank Branch Number.	Display Only

Supplier Sites (FEDERAL RAILROAD ADMIN) - BARNES & NOBLES, 156487958

Site Name: **FRA OKC** ☐

Country: **United States**

Address: **1500 MEMORIAL DR**

City: **OKC** State: **OK** Postal Code: **73158**

Province: Province County: Inactive On: []

Language: Inactive On: []

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Distribution Set: []

GL Accounts

Liability: 0000000000.0000.0000000000.0000000000.00000.21106200.0000
NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE

Prepayment: 0000000000.0000.0000000000.0000000000.00000.14506000.0000
NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE

Future Dated Payment: []

6. In the Accounting Tab, enter criteria as needed.

SUPPLIER SITES		
Field Name	Comments	Required?
Site Name	Name of Supplier Site – Use a naming convention to prevent future duplications.	Display Only
Country	Country where the Supplier Site is located.	Display Only
Address	Street address for the Supplier Site.	Display Only
City	City where the Supplier Site is located.	Display Only
State	State where the Supplier Site is located.	Display Only
Postal Code	Postal Code for the Supplier Site.	Display Only
Province	Province where the Supplier Site is located.	Display Only
County	County where the Supplier Site is located.	Display Only
Language	Language for the Supplier Site.	Display Only
Inactive On	Used to limit the use of this Supplier Site.	Display Only
Accounting TAB		

Distribution Set	Default distribution set for invoices for the supplier site.	No
GL Accounts Area		
Liability	The liability account and description for a supplier site's invoices. This account will default for the supplier site's invoices. You can override this default when entering an invoice. The SGL Account should correspond to the supplier type i.e., -DOT FEDERAL Agency should use default SGL Account 21103200 -NON DOT Federal Agency should use 21100200 -Supplier and Employee should use 21106200.	No
Prepayment	The prepayment account and description for a supplier site's invoices. The SGL Account should correspond to Vendor Type i.e., -Employee = 14106000 -DOT Federal Agency = 14503000 -NON DOT Federal Agency = 14500000 -Suppliers = 14506000	No

Supplier Sites (FEDERAL RAILROAD ADMIN) - BARNES & NOBLES, 156487958

Site Name: **FRA OKC** ☒

Country: **United States**

Address: **1500 MEMORIAL DR**

City: **OKC** State: **OK** Postal Code: **73158**

Province: Province County: Inactive On: []

Language: []

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Invoice Tax Code:

☐ Use Offset Taxes

Automatic Calculation

Calculation Level: **None** ☐ Allow Calculation Level Override

Rounding Rule: **Nearest** ☐ Distribution Amounts Include Tax

7. In the Invoice Tax Tab, enter criteria as needed.

SUPPLIER SITES		
Field Name	Comments	Required?

Site Name	Name of Supplier Site – Use a naming convention to prevent future duplications.	Display Only
Country	Country where the Supplier Site is located.	Display Only
Address	Street address for the Supplier Site.	Display Only
City	City where the Supplier Site is located.	Display Only
State	State where the Supplier Site is located.	Display Only
Postal Code	Postal Code for the Supplier Site.	Display Only
Province	Province where the Supplier Site is located.	Display Only
County	County where the Supplier Site is located.	Display Only
Language	Language for the Supplier Site.	Display Only
Inactive On	Used to limit the use of this Supplier Site.	Display Only
Invoice Tax TAB		
Invoice Tax Code	Tax name that represents the tax charges generally received on invoices from a supplier.	No
Use Offset Tax	You can use to offset taxes to record taxes on invoices while offsetting the tax liability.	No
Automatic Calculation Area		
Calculation Level	Select level at which Payables will automatically calculate tax for the supplier or supplier site	No
Allow Calculation Level Override	Enable this option to allow adjustment to the calculation level for taxes.	No
Rounding Rule	Select the method to be used when rounding the automatic tax calculation	No
Distribution Amounts Include Tax	Enable this option when using automatic tax calculation at the Line level, and Payables is to subtract the calculated tax from the distributions when Payables automatically creates tax distributions.	No

Supplier Sites (FEDERAL RAILROAD ADMIN) - BARNES & NOBLES, 156487958

Site Name: **FRA OKC** ☒

Country: **United States**

Address: **1500 MEMORIAL DR**

City: **OKC** State: **OK** Postal Code: **73158**

Province: Province County: County

Language: Language Inactive On: []

Control Payment Bank Accounts EDI Invoice Tax Withholding Tax Tax Reporting Purchasing

Tax Registration Number: []

☐ Income Tax Reporting Site

8. In the Tax Reporting Tab, enter criteria as needed.

SUPPLIER SITES		
Field Name	Comments	Required?
Site Name	Name of Supplier Site – Use a naming convention to prevent future duplications.	Display Only
Country	Country where the Supplier Site is located.	Display Only
Address	Street address for the Supplier Site.	Display Only
City	City where the Supplier Site is located.	Display Only
State	State where the Supplier Site is located.	Display Only
Postal Code	Postal Code for the Supplier Site.	Display Only
Province	Province where the Supplier Site is located.	Display Only
County	County where the Supplier Site is located.	Display Only
Language	Language for the Supplier Site.	Display Only
Inactive On	Used to limit the use of this Supplier Site.	Display Only
Tax Reporting TAB		
Tax Registration Num	Tax registration number, for example, a supplier's value added tax registration number for 1099 reporting.	No
Income Tax Reporting Site	Enable checkbox to select a site as the reporting site for a supplier. Payables requires one tax reporting site for each 1099 supplier for income tax reporting purposes.	No

Supplier Sites (FEDERAL RAILROAD ADMIN) - BARNES & NOBLES, 156487958

Site Name: **FRA OKC** ☒

Country: **United States**

Address: **1500 MEMORIAL DR**

City: **OKC** State: **OK** Postal Code: **73158**

Province: County: Inactive On: []

Language: []

Control Payment Bank Accounts EDI Invoice Tax Withholding Tax Tax Reporting Purchasing

Invoice Amount Limit:

Invoice Match Option: **Purchase Order**

☐ Hold All Payments

☐ Hold Unmatched Invoices

☐ Hold Unapproved Invoices

Payment Hold Reason:

9. In the Control Tab, enter criteria as needed.

SUPPLIER SITES		
Field Name	Comments	Required?
Site Name	Name of Supplier Site – Use a naming convention to prevent future duplications. Add the 3 byte OA identifier to name. Example: FRA OKC	Display Only
Country	Country where the Supplier Site is located.	Display Only
Address	Street address for the Supplier Site.	Display Only
City	City where the Supplier Site is located.	Display Only
State	State where the Supplier Site is located.	Display Only
Postal Code	Postal Code for the Supplier Site.	Display Only
Province	Province where the Supplier Site is located.	Display Only
County	County where the Supplier Site is located.	Display Only
Language	Language for the Supplier Site.	Display Only
Inactive On	Used to limit the use of this Supplier Site.	Display Only
Control TAB		
Invoice Amount Limit	Enter a dollar amount to limit the amount of an invoice for the supplier. Payables will place an amount hold during the approval process.	No
Invoice Match Option	For purchase order shipments, indicate whether you want to match invoices to purchase orders or receipts. This will default in the purchase order shipments field but can be overwritten.	Yes
Hold All Payments	Enabling this checkbox will place a hold on all	No

	payments for this supplier.	
Hold Unmatched Invoices	Enabling this checkbox will place a hold on invoices that are unmatched where matching is required.	No
Hold Unapproved Invoices	Enabling this checkbox will place a hold on all unapproved invoices for this supplier.	No
Payment Hold Reason	Reason for applying the hold.	No

Supplier Sites (FEDERAL RAILROAD ADMIN) - BARNES & NOBLES, 156487958

Site Name: **FRA OKC** ☒

Country: **United States**

Address: **1500 MEMORIAL DR**

City: **OKC** State: **OK** Postal Code: **73158**

Province: Province County: Inactive On: []

Language: []

Control Payment Bank Accounts EDI Invoice Tax Withholding Tax Tax Reporting Purchasing

Terms: **PROMPT NET 30** Invoice Currency: **USD**

Pay Group: Payment Currency: **USD**

Payment Priority: **99**

Terms Date Basis: **Invoice Received** ☐ Always Take Discount

Pay Date Basis: **Discount** ☒ Exclude Freight From Discount

Payment Method: **Electronic** ☒ Pay Alone

☐ Attention AR (B)

10. In the Payment Tab, enter criteria as needed.

SUPPLIER SITES		
Field Name	Comments	Required?
Site Name	Name of Supplier Site – Use a naming convention to prevent future duplications.	Display Only
Country	Country where the Supplier Site is located.	Display Only
Address	Street address for the Supplier Site.	Display Only
City	City where the Supplier Site is located.	Display Only
State	State where the Supplier Site is located.	Display Only
Postal Code	Postal Code for the Supplier Site.	Display Only
Province	Province where the Supplier Site is located.	Display Only
County	County where the Supplier Site is located.	Display Only
Language	Language for the Supplier Site.	Display Only
Inactive On	Used to limit the use of this Supplier Site.	Display Only
Payment TAB		

Terms	Payment terms used to schedule payments for the supplier site invoices. It is recommended that Prompt Net 30 be used.	Yes
Invoice Currency	The supplier invoice currency is used as default when entering invoices for the supplier.	Yes
Pay Group	Pay Group assigned to the Supplier.	Yes
Payment Currency	The supplier payment currency is used as default in the Payment Currency field when entering invoices for the supplier.	Yes
Payment Priority	A number between 1 (high) and 99 (low) which represents the priority of the payment.	Yes
Terms Date Basis	Date from which Payables calculates a scheduled payment for a supplier. This option must be set to Invoice Received to comply with the Prompt Pay Act.	Yes
Always Take Discount	DO NOT USE	No
Pay Date Basis	The Pay Date Basis for a supplier determines the pay date for a supplier's invoices.	Yes
Exclude Freight From Discount	Enable this option to have Payables automatically subtract freight amounts when calculating discounts for invoices. This should be used for ALL suppliers.	Yes
Payment Method	The most frequent method used to pay invoices for the supplier site. This Payment Method will default when entering invoices for the supplier site.	Yes
Pay Alone	Enable this option to have Payables process payments individually. This option must be enabled for ECS payments to process correctly. This should be checked for ALL suppliers	Yes
Attention AR	Select this checkbox to have Payables print a line under the Suppliers name on printed checks that reads "Attention AR".	No

Supplier Sites (FEDERAL RAILROAD ADMIN) - BARNES & NOBLES, 156487958

Site Name: **FRA OKC** ☒

Country: **United States**

Address: **1500 MEMORIAL DR**

City: **OKC** State: **OK** Postal Code: **73158**

Province: Province County: County

Language: Language Inactive On: []

Control Payment Bank Accounts **EDI** Invoice Tax Withholding Tax Tax Reporting Purchasing

EDI Location: []

EDI Gateway

EDI ID Number: []

Payment Method: **ACH**

Payment Format: **CCP**

Remittance Method: **EDI to payee's bank**

Remittance Instruction: []

Transaction Handling: **C**

11. In the EDI Tab, enter criteria as needed.

SUPPLIER SITES		
Field Name	Comments	Required?
Site Name	Name of Supplier Site – Use a naming convention to prevent future duplications.	Display Only
Country	Country where the Supplier Site is located.	Display Only
Address	Street address for the Supplier Site.	Display Only
City	City where the Supplier Site is located.	Display Only
State	State where the Supplier Site is located.	Display Only
Postal Code	Postal Code for the Supplier Site.	Display Only
Province	Province where the Supplier Site is located.	Display Only
County	County where the Supplier Site is located.	Display Only
Language	Language for the Supplier Site.	Display Only
Inactive On	Used to limit the use of this Supplier Site.	Display Only
EDI TAB		
EDI Location	The Electronic Data Interchange location code for the bank.	No
EDI Gateway Area		
EDI ID Number	This field is only used by Oracle Energy Application. This field will be not applicable for the Department of Transportation.	No
Payment Method	Indicates how an electronic payment is to be made. Select ACH.	No

Payment Format	Indicates type of information being transmitted with the Payment Method is ACH. For employee suppliers, select PPP. For corporations and businesses, select CCP.	No
Remittance Method	Indicates which party is responsible for sending the remittance advice to the payee. Select EDI to payee's bank from LOV.	No
Remittance Instruction	Use field to enter text of specific wire or other electronic payment instructions for an intermediary or recipient financial institution.	No
Transaction Handling	Standard EDI transaction codes that designate actions to be taken by all parties. Select C from the LOV.	No

Supplier Sites (FEDERAL RAILROAD ADMIN) - BARNES & NOBLES, 156487958

Site Name: **FRA OKC**
Country: **United States**
Address: **1500 MEMORIAL DR**
City: **OKC** State: **OK** Postal Code: **73158**
Province: County: Inactive On: []

Control Payment Bank Accounts EDI Invoice Tax Withholding Tax Tax Reporting Purchasing

Ship-To Location: **FRA NATL ACCTG OFF**
Bill-To Location: **FRA NATL ACCTG OFF**
Ship Via: FOB: **DESTINATION**
Freight Terms: **DUE**
Country of Origin: ☐ Create Debit Memo from RTS Transaction (G)

Payment On Receipt
Pay On: Alternate Pay Site: Invoice Summary Level:

12. In the Purchasing Tab enter criteria as needed

SUPPLIER SITES		
Field Name	Comments	Required?
Site Name	Name of Supplier Site – Use a naming convention to prevent future duplications.	Display Only
Country	Country where the Supplier Site is located.	Display Only
Address	Street address for the Supplier Site.	Display Only
City	City where the Supplier Site is located.	Display Only
State	State where the Supplier Site is located.	Display Only
Postal Code	Postal Code for the Supplier Site.	Display Only

Province	Province where the Supplier Site is located.	Display Only
County	County where the Supplier Site is located.	Display Only
Language	Language for the Supplier Site.	Display Only
Inactive On	Used to limit the use of this Supplier Site.	Display Only
Purchasing TAB		
Ship-To Location	Enter default ship to location. This location will default for the supplier when entering purchasing documents or invoices.	No
Bill-To Location	Enter default bill to location. This location will default for the supplier when entering purchasing documents or invoices.	No
Ship Via	Enter default shipping company. This information will default for the supplier when entering purchasing documents or invoices.	No
FOB	Select freight on board terms to designate when title is transferred.	No
Freight Terms	Enter freight terms for the supplier.	No
Country of Origin	Country in which a product was manufactured. This value defaults to purchase orders and releases.	No
Payment On Receipt Area		
Pay On	Select Receipt, if wanting to use the Pay on Receipt AutoInvoice Program to automatically create invoices based on receipts and purchase orders entered for this supplier site.	No
Alternative Pay Site	Enter an alternative site name in this field if wanting Oracle Payables to create invoices for a different active pay site when entering receipts for this supplier site.	No
Invoice Summary Level	If alternative pay site field is blank, enter the level at which invoices are to be consolidated for the supplier site for the Pay On Receipt AutoInvoice Program. Values are: Pay Site – Will create one invoice for this supplier site, Packing List – Will create one invoice per packing slip for this supplier site, or Receipt – Will create one invoice per receipt for this supplier site.	No
Create Debit Memo from RTS Transaction	Enable this option if you want the system to automatically create a Debit memo in Payables when you enter a Return to Supplier in Purchasing.	No

Supplier Sites (FEDERAL RAILROAD ADMIN) - BARNES & NOBLES, 156487958

Site Name: **FRA OKC**

Country: **United States**

Address: **1500 MEMORIAL DR**

City: **OKC** State: **OK** Postal Code: **73158**

Province: County: Inactive On:

Language: []

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Name		Prefix		Telephone		Mail Stop	Inactive On
Last	First	M	Title				
ANDERSON	PATRICK			617	5551313		

13. In the Contacts Tab, enter criteria as needed.

SUPPLIER SITES		
Field Name	Comments	Required?
Site Name	Name of Supplier Site – Use a naming convention to prevent future duplications.	Display Only
Country	Country where the Supplier Site is located.	Display Only
Address	Street address for the Supplier Site.	Display Only
City	City where the Supplier Site is located.	Display Only
State	State where the Supplier Site is located.	Display Only
Postal Code	Postal Code for the Supplier Site.	Display Only
Province	Province where the Supplier Site is located.	Display Only
County	County where the Supplier Site is located.	Display Only
Language	Language for the Supplier Site.	Display Only
Inactive On	Used to limit the use of this Supplier Site.	Display Only
Contacts TAB		
Last Name	Last Name of Contact.	No
First Name	First Name of Contact.	No
M	Middle Initial of Contact.	No
Prefix	Prefix for the Contact. Examples – Mr., Mrs., Dr.	No
Title	Title of Contact.	No
Telephone	Telephone number including area code	No
Mail Stop	Mail Stop included in address when mailing information to the	No

	contact.	
Inactive On	Enter date to limit the usage of the contact information.	No

Selecting Supplier Reports

Oracle Payables Supplier Reports	
Report Name	Description
Suppliers Report	Review supplier, supplier site, and supplier site contracts information
Suppliers Audit Report	Review supplier names whose name are similar up to a specified number of characters
New Supplier/New Supplier Site Listing	Review new supplier sites
Supplier Payment for a History Report	Review the payment history, including void payments, supplier or a group of suppliers
Supplier Payment Invoice History Report	Review the Payment history, including discount and partial payment information, for a supplier or group of suppliers

Summary: Creating Supplier Information

Supplier information is a vital part of Oracle Payables and Oracle Purchasing and is used in all procurement steps, beginning with the requisition request through to the payment for goods or services received.

Lab 1: Creating Supplier Site Information - Vendor Check

Scenario

Your supervisor has asked you to enter two new suppliers into the database.

Create a new supplier name, for the Vendor type Supplier Acme, Inc., with the following information:

- Payment terms of Prompt Net 30
- The site called San Diego
- Payment Method = Check

Lab 1 Solutions: Creating Supplier Site Information - Vendor Check

Supplier Site One - Vendor Check

1. Using the Payables responsibility, open the Suppliers window:
N → Suppliers → Entry
2. Select (B) Find. The Find Suppliers window will appear. Enter the Supplier Name.

Find Suppliers

Supplier Name Supplier Number

Taxpayer ID Tax Registration Number

Inactive Dates - One Time

Supplier Type

Employee Name Employee Number

Parent Supplier Parent Number

Payment Priorities -

Reporting Name

Payment Terms

Pay Group

Reportable

Federal

Income Tax Type

State

3. Select (B) Find.

Lab 1 Solutions: Creating Supplier Site Information - Vendor Check

Suppliers (FEDERAL RAILROAD ADMIN)

Supplier Name: DOT-TRANSP ADMIN SERVICE CENTE Supplier Number: 522211023

Taxpayer ID: 522211023 Tax Registration Number: [69]

Inactive On: [69]

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Parent Supplier Name: [] Number: []

Customer Number: []

Sites

4. In the Supplier screen, select (B) Sites.
5. This will bring you to a site that already exists for this supplier. To create a new site, select (M) File: New.

Lab 1 Solutions: Creating Supplier Site Information - Vendor Check

Supplier Sites (FEDERAL RAILROAD ADMIN) - ACME INC, 123123123

Site Name: **SAN DIEGO** ☒

Country: **United States**

Address: **925 Harbor Drive**

City: **San Diego** State: **CA** Postal Code: **92101**

Province: County: Inactive On: [..]

Language:

General | Contacts | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Site Uses

☒ Pay ☒ Purchasing

☐ RFQ Only ☐ Procurement Card

Customer Number: Shipping Network Location: Supplier Notification Method: **E-mail**

Communication

Voice: Area Code: Number: Telex: E-mail:

Fax:

Lab 1 Solutions: Creating Supplier Site Information - Vendor Check

6. Enter San Diego in the Site Name field and then enter the address.
7. Select the Accounting Tab.

Supplier Sites (FEDERAL RAILROAD ADMIN) - ACME INC, 1231231231

Site Name: **SAN DIEGO**

Country: **United States**

Address: **925 Harbor Drive**

City: **San Diego** State: **CA** Postal Code: **92101**

Province: Province County Inactive On

Language: [..]

General Contacts **Accounting** Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Distribution Set

GL Accounts

Liability: 0000000000.0000.0000000000.0000000000.00000.21106200.0000
NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE

Prepayment: 0000000000.0000.0000000000.0000000000.00000.14506000.0000
NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE

Future Dated Payment

8. Verify that the Liability field contains 21106200 for the vendor type.
9. Select the Control Tab.

Lab 1 Solutions: Creating Supplier Site Information - Vendor Check

Supplier Sites (FEDERAL RAILROAD ADMIN) - ACME INC, 123123123

Site Name: **SAN DIEGO** ☒

Country: **United States**

Address: **925 Harbor Drive**

City: **San Diego** State: **CA** Postal Code: **92101**

Province: County: Inactive On: [...]

General | Contacts | Accounting | Control | **Payment** | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Invoice Amount Limit: Invoice Match Option: **Receipt**

☐ Hold All Payments
☐ Hold Unmatched Invoices
☐ Hold Unapproved Invoices

Payment Hold Reason:

Note: The Supplier Site will only be used for 3-Way Matching between a purchase order, a receipt and an invoice.

10. Verify that the Invoice Match Option field contains Receipt.
11. Select the Payment Tab.

Lab 1 Solutions: Creating Supplier Site Information - Vendor Check

Supplier Sites (FEDERAL RAILROAD ADMIN) - ACME INC, 123123123

Site Name: **SAN DIEGO**
Country: **United States**
Address: **925 Harbor Drive**
City: **San Diego** State: **CA** Postal Code: **92101**
Province: County: Inactive On:
Language:

General | Contacts | Accounting | Control | **Payment** | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Terms: **PROMPT NET 30** Invoice Currency: **USD**
Pay Group: **VENDOR** Payment Currency: **USD**
Payment Priority: **99**

Terms Date Basis: **Invoice Received** ☐ Always Take Discount
Pay Date Basis: **Discount** ☐ Exclude Freight From Discount
Payment Method: **Check** ☒ Pay Algne ☐ Attention AR

12. Verify that the Terms are set to Prompt Net 30 and that the Payment Method is Check.
13. Select (I) save.

Lab 2: Creating Supplier Site Information - DOT Federal Clearing

Scenario

Your Supervisor has asked you to enter two new supplier sites into the database.

Create a new supplier site name for the DOT Federal Supplier DOT - Transp Admin Service Center with the following:

- Payment terms of Prompt Net 30
- The site called McLean
- Payment Method = Clearing

Lab 2 Solutions: Creating Supplier Site Information - DOT Federal Clearing

Supplier Site One - DOT Federal Clearing

1. In the Payables responsibility, open the Suppliers window:

N → Suppliers → Entry

2. Select (I) Find.

Find Suppliers

Supplier Name: DOT-TRANSP ADM% Supplier Number:

Taxpayer ID: Tax Registration Number:

Inactive Dates: One Time:

Supplier Type:

Employee Name: Employee Number:

Parent Supplier: Parent Number:

Payment Priorities:

Reporting Name:

Payment Terms:

Pay Group:

Reportable

Federal:

Income Tax Type:

State:

Clear New Find

3. In the Supplier Name field, type a unique value followed by %.
4. Select (B) Find.

Lab 2 Solutions: Creating Supplier Site Information - DOT Federal Clearing

Suppliers (FEDERAL RAILROAD ADMIN)

Supplier Name: **DOT-TRANSP ADMIN SERVICE CENTE** Supplier Number: **522211023**

Taxpayer ID: **522211023** Tax Registration Number:

Inactive On: [69]

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Parent Supplier Name: Number:

Customer Number:

Sites

5. In the Supplier window, select (B) Sites.

Lab 2 Solutions: Creating Supplier Site Information - DOT Federal Clearing

Supplier Sites (FEDERAL RAILROAD ADMIN) - DOT-TRANSP ADMIN SERVICE CENTER, 522211023

Site Name: **MCCLEAN** ☒

Country: **United States**

Address: **555 N Madison**

City: **McLean** State: **VA** Postal Code: **20503**

Province: Province County: Inactive On: Language: [...]

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Distribution Set

GL Accounts

Liability	0000000000.0000.0000000000.0000000000.00000.21103200.0000
	NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE
Prepayment	0000000000.0000.0000000000.0000000000.00000.14506000.0000
	NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE
Future Dated Payment	

- The Supplier Sites window containing a site that has already been entered will appear. Select (M) File: New to create a new site.

Lab 2 Solutions: Creating Supplier Site Information - DOT Federal Clearing

7. Enter McClean in the Site Name field. Also enter the address.
8. Select the Accounting Tab.
9. Verify the Liability line contains 21103200.
10. Select the Control Tab.

Supplier Sites (FEDERAL RAILROAD ADMIN) - DOT-TRANSP ADMIN SERVICE CENTER, 522211023

Site Name: **MCCLEAN** ☒

Country: **United States**

Address: **555 N Madison**

City: **McLean** State: **VA** Postal Code: **20503**

Province: County: Inactive On:

Language: [...]

General | Contacts | Accounting | **Control** | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Invoice Amount Limit: Invoice Match Option: **Purchase Order**

☐ Hold All Payments
☐ Hold Unmatched Invoices
☐ Hold Unapproved Invoices

Payment Hold Reason:

11. Verify that Purchase Order defaulted in the Invoice Match Option field.

Note: Purchase Order defaults because the supplier site will only be used for 2-Way Matching between purchase orders and invoices.

12. Select the Payment Tab.

Lab 2 Solutions: Creating Supplier Site Information - DOT Federal Clearing

Supplier Sites (FEDERAL RAILROAD ADMIN) - DOT-TRANSP ADMIN SERVICE CENTER, 522211023

Site Name: **MCCLEAN** ☒

Country: **United States**

Address: **555 N Madison**

City: **McLean** State: **VA** Postal Code: **20503**

Province: Province County: Inactive On: [..]

Language: [..]

General Contacts Accounting Control **Payment** Bank Accounts EDI Invoice Tax Withholding Tax

Terms: **STANDARD IMMEDIATE** Invoice Currency: **USD**

Pay Group: **GOVERNMENT NO CHECK** Payment Currency: **USD**

Payment Priority: **99**

Terms Date Basis: **Invoice Received** ☐ Always Take Discount

Pay Date Basis: **Discount** ☒ Exclude Freight From Discount

Payment Method: **Clearing** ☒ Pay Alone

☐ Attention AR

13. Verify that the Pay Group field contains Government No Check and that the Payment Method field contains Clearing.

Note: This payment method is only used when the cash payment recorded by Treasury is made through a system external to DELPHI. In the case of most payments between government agencies the external system is owned by Treasury and is called GOALS, Government On Line Accounting Link System. Payments are made by the receiving agency actually tapping the appropriation or Treasury symbol of the disbursing system. Although the cash transaction is made outside of DELPHI, a payables transaction is still necessary in order to keep records such as the SF224 in sync with Treasury.

14. Select (I) Save.

Lab 3: Setting Up an Employee as a Supplier and Supplier Site

You must set up the supplier and supplier site in Payables for your employee and link that to the employee set up that you just completed in Purchasing. The only additional field that is required when entering an employee as a supplier is the Employee Name field.

Lab 3 Solutions: Setting Up an Employee as a Supplier and Supplier Site

1. Open the find Suppliers screen in Payables:
N → Suppliers → Entry
2. Enter your Supplier Name.
3. Enter the supplier Number and Taxpayer ID. These are both required, and they should both be the Supplier's Social Security number (SSN). If this were a business rather than an individual, the Taxpayer ID and Supplier Number would equal the Employer's Identification Number (EIN).

The screenshot shows the Oracle Suppliers (FEDERAL RAILROAD ADMIN) window. The 'General' tab is selected. The fields are as follows:

Field	Value
Supplier Name	TOVIAS, BLANCA E
Supplier Number	123962523
Alternate Name	
Taxpayer ID	123962523
Tax Registration Number	
Inactive On	

Below the tabs, there are fields for Parent Supplier Name, Number, and Customer Number, all of which are empty. A 'Sites' button is located at the bottom right of the window.

4. Go to the Classification Tab.

Lab 3 Solutions: Setting Up an Employee as a Supplier and Supplier Site

The screenshot shows the 'Suppliers (FEDERAL RAILROAD ADMIN)' window. The 'General' tab is selected. The 'Supplier Name' is 'TOVIAS, BLANCA E' and the 'Supplier Number' is '123962523'. The 'Taxpayer ID' is '123962523' and the 'Tax Registration Number' is empty. The 'Inactive On' date is empty. Below the tabs, the 'Type' is set to 'Employee'. The 'Employee Name' is 'TOVIAS, FRA BLANCA' and the 'Number' is '1067'. The 'One Time' checkbox is unchecked. The 'SIC' and 'Minority Owned' fields are empty. The 'Small Business' and 'Woman Owned' checkboxes are unchecked. A 'Sites' button is at the bottom right.

Supplier Name	TOVIAS, BLANCA E	Supplier Number	123962523
Alternate Name			
Taxpayer ID	123962523	Tax Registration Number	
Inactive On			

General | Classification | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Type: Employee

Employee Name: TOVIAS, FRA BLANCA

Number: 1067

☐ One Time

SIC:

Minority Owned:

☐ Small Business

☐ Woman Owned

Sites

5. Enter the Type as Employee.
6. Choose the Employee Name from the List of Values. This is the field that links the Employee (as set up in Purchasing) with the Payables Supplier header and site.
7. Select (B) Sites.
8. Select the Accounting Tab. The SGL Liability Account should correspond to the supplier type i.e.:
 - DOT FEDERAL Agency should use default SGL Account 21103200
 - NON DOT Federal Agency should use 21100200
 - Supplier and Employee should use 21106200

Lab 3 Solutions: Setting Up an Employee as a Supplier and Supplier Site

Supplier Sites (FEDERAL RAILROAD ADMIN) - TOVIAS, BLANCA E, 123962523

Site Name: **HOME** Alternate Name:

Country: **United States**

Address: **6500 S MacArthur** Alternate Address:

City: **OKC** State: **OK** Postal Code: **73125**

Province: County: Inactive On:

Language:

General | **Contacts** | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Distribution Set:

GL Accounts

Liability	0000000000.0000.0000000000.0000000000.00000.21106200.0000
	NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE
Prepayment	0000000000.0000.0000000000.0000000000.00000.14506000.0000
	NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE
Future Dated Payment	<input type="text"/>

9. Since this is an Employee type Supplier, the Liability account is 21106200.

10. The SGL prepayment account should correspond to the supplier type i.e.:

- DOT Federal Agency should use default SGL Account 14100300 I, E - Advances to Others
- Non DOT Federal Agency should use 14100000 O, E - Advances to Others
- Employee or Supplier should use 14106000 N, E Advances to Others

Since this is an Employee type supplier, the prepayment GL account is 14106000.

11. Next, select the Payment Tab. The Payment Terms should default to Prompt Net 30.

Lab 3 Solutions: Setting Up an Employee as a Supplier and Supplier Site

Supplier Sites (FEDERAL RAILROAD ADMIN) - TOVIAS, BLANCA E, 123962523

Site Name	HOME	Alternate Name		<input checked="" type="checkbox"/>	
Country	United States				
Address	6500 S MacArthur	Alternate Address			
City	OKC	State	OK	Postal Code	73125
Province		County			
Language		Inactive On			

[.]

General | Contacts | Accounting | Control | **Payment** | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Terms	PROMPT NET 30	Invoice Currency	USD
Pay Group	EMPLOYEE	Payment Currency	USD
Payment Priority	99		
Remittance E-mail			
Terms Date Basis	Invoice Received	<input type="checkbox"/> Always Take Discount	
Pay Date Basis	Discount	<input checked="" type="checkbox"/> Exclude Freight From Discount	
Payment Method	Electronic	<input checked="" type="checkbox"/> Pay Alone	
		<input type="checkbox"/> Attention AR	

12. Select Employee as the Pay Group.
13. The Payment Method for this employee is Electronic. Pay Alone and Exclude Freight from Discount should always be checked.
14. Now go to the Bank Accounts Tab.

Lab 3 Solutions: Setting Up an Employee as a Supplier and Supplier Site

The screenshot shows the Oracle Supplier Sites form for a site named 'HOME'. The form is titled 'Supplier Sites (FEDERAL RAILROAD ADMIN) - TOVIAS, BLANCA E, 123962523'. The site details include: Site Name 'HOME', Country 'United States', Address '6500 S MacArthur', City 'OKC', State 'OK', and Postal Code '73125'. There are fields for Alternate Name and Alternate Address. Below the site details are tabs for General, Contacts, Accounting, Control, Payment, Bank Accounts, EDI, Invoice Tax, and Withholding Tax. The 'Bank Accounts' tab is selected, showing a table with columns: Name, Number, Curr, Primary, and Effective Dates (From, To). A blue square is highlighted in the first row of the table, with a 'Double Click' label and an arrow pointing to it. Below the table are sections for Bank and Branch details, each with Name and Number fields.

Name	Number	Curr	Primary	Effective Dates
				From To
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Bank

Name:
Number:

Branch

Name:
Number:

14. Place your cursor to the far left of the Name field. Double click on the blue square. This will automatically bring up the Banks screen in Setup.

Lab 3 Solutions: Setting Up an Employee as a Supplier and Supplier Site



15. Choose your Supplier's bank from the lists of values. **NEVER ADD A BANK NAME TO THE FOD TABLE. ALWAYS SELECT A BANK FROM THE LIST.**
16. Select (B) OK.

Lab 3 Solutions: Setting Up an Employee as a Supplier and Supplier Site

Banks (FEDERAL RAILROAD ADMIN)

Bank		Bank Branch	
Name	BANK AND TRUST COMPA 08	Name	BANK AND TRUST COMPA 08
Alternate Name		Alternate Name	
Number	081903537	Number	081903537
		Type	ABA
RFC Identifier		EDI ID Number	
Institution	Bank	EDI Location	
Description		EFT Number	
Inactive On			
Address			
Country		State	IL
Address	401 NORTH MADISON	County	
		Postal Code	620560410
		Alternate Address	
City	LITCHFIELD		
Province			

[Transmission Details](#) [Related Banks](#) [Bank Accounts](#)

17. Select (B) Bank Accounts.

Lab 3 Solutions: Setting Up an Employee as a Supplier and Supplier Site

Bank Accounts (FEDERAL RAILROAD ADMIN)

Bank Name: **BANK AND TRUST COMPA 08** Branch Name: **BANK AND TRUST COMPA 08**

Bank Accounts

Operating Unit: **FEDERAL RAILROAD AD** Agency Location Code:

Name: **Blanca Tovas** Alternate Name:

Account Use: **Supplier** Account Type:

Number: **123962523** Check Digits:

Currency: **USD** Inactive On:

Description: ☐ Allow Assignment to Multiple Suppliers

GL Accounts Account Contact **Account Holder** Receivables Options More Receivables Options Payables Options

Last: First: Middle:

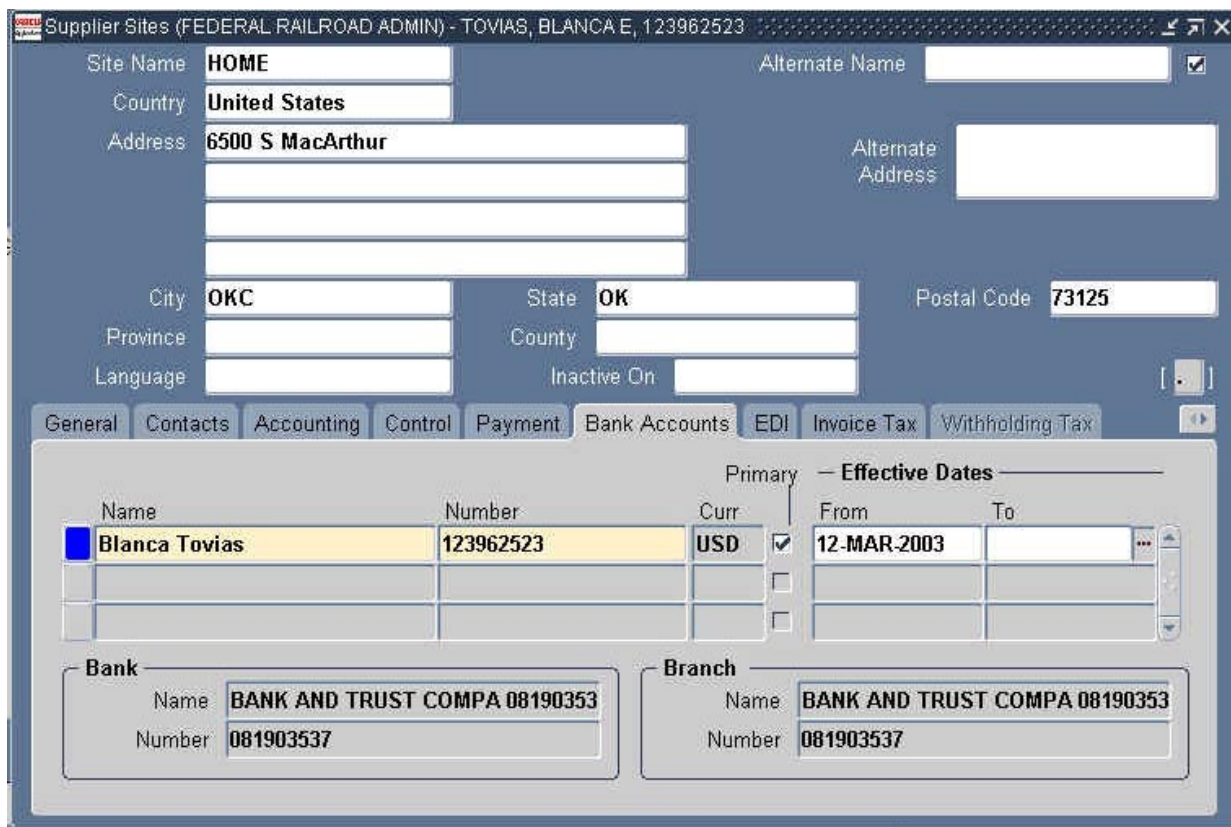
Title: Prefix:

Phone:

[Payables Documents](#) [Bank Codes](#)

18. In the Name field, enter your Supplier Name.
19. Select Supplier as Account Use.
20. Enter the Bank Account Number of your Supplier's bank account.
21. Select (I) Save to save the record.
22. Close out the Bank Account and the Banks screen.

Lab 3 Solutions: Setting Up an Employee as a Supplier and Supplier Site



Supplier Sites (FEDERAL RAILROAD ADMIN) - TOVIAS, BLANCA E, 123962523

Site Name: **HOME** Alternate Name: ☐

Country: **United States**

Address: **6500 S MacArthur** Alternate Address:

City: **OKC** State: **OK** Postal Code: **73125**

Province: County: Inactive On:

Language:

General | Contacts | Accounting | Control | Payment | **Bank Accounts** | EDI | Invoice Tax | Withholding Tax

Name	Number	Curr	Primary	Effective Dates
				From To
Blanca Tovias	123962523	USD	<input checked="" type="checkbox"/>	12-MAR-2003
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Bank

Name: **BANK AND TRUST COMPA 08190353**

Number: **081903537**

Branch

Name: **BANK AND TRUST COMPA 08190353**

Number: **081903537**

23. To link the Name of the Bank Account to your Supplier Site, choose the name of your Supplier in the Name field. Enter the Bank Account Name just as you entered it in the Bank Accounts screen.
24. Check the Primary checkbox to indicate that this is the primary account for this Supplier.
25. Select the EDI Tab.

Lab 3 Solutions: Setting Up an Employee as a Supplier and Supplier Site

Supplier Sites (FEDERAL RAILROAD ADMIN) - TOVIAS, BLANCA E, 123962523

Site Name: **HOME** Alternate Name:

Country: **United States**

Address: **6500 S MacArthur** Alternate Address:

City: **OKC** State: **OK** Postal Code: **73125**

Province: County:

Language: Inactive On:

General | Contacts | Accounting | Control | Payment | Bank Accounts | **EDI** | Invoice Tax | Withholding Tax

EDI Location:

EDI Gateway

EDI ID Number:

Payment Method: **ACH**

Payment Format: **PPP**

Remittance Method: **EDI to payee's bank** ...

Remittance Instruction:

Transaction Handling: **C**

26. Enter the following:

- Payment Method - ACH
- Payment Format - PPP
- Remittance Method - default
- Transaction Handling - C

27. Save your work (I) Save. Return to the Navigator.

Summary

You should now be able to:

- Create supplier information
- Define supplier site information
- Identify supplier contact information by site
- Review suppliers
- Run supplier reports

Creating Standard Purchase Orders

Chapter 4

Creating Standard Purchase Orders

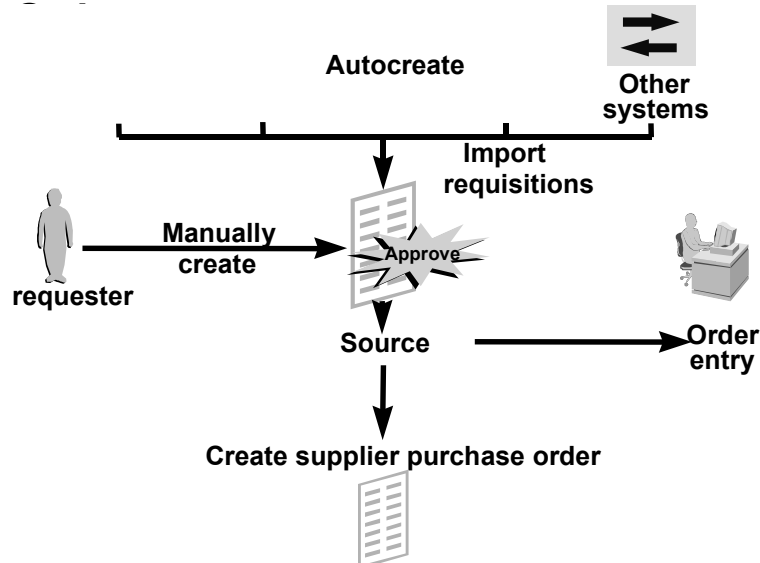
Section Objectives

At the end of this section, you should be able to:

- Create a standard purchase order
- Enter specifications for:
 - Terms and conditions
 - Receiving controls
 - Account distributions

Overview of Standard Purchase Orders

Overview of Standard Purchase Orders



Standard Purchase Orders

You generally create standard purchase orders for onetime purchase of various items. You create standard purchase orders when you know the details of the goods or services you require, including estimated costs, quantities, delivery schedules, and accounting distributions, but a long-term agreement is not appropriate. Each standard purchase order line can have multiple shipments, and you can distribute the quantity of each shipment across multiple accounts.

Creating a Standard Purchase Order

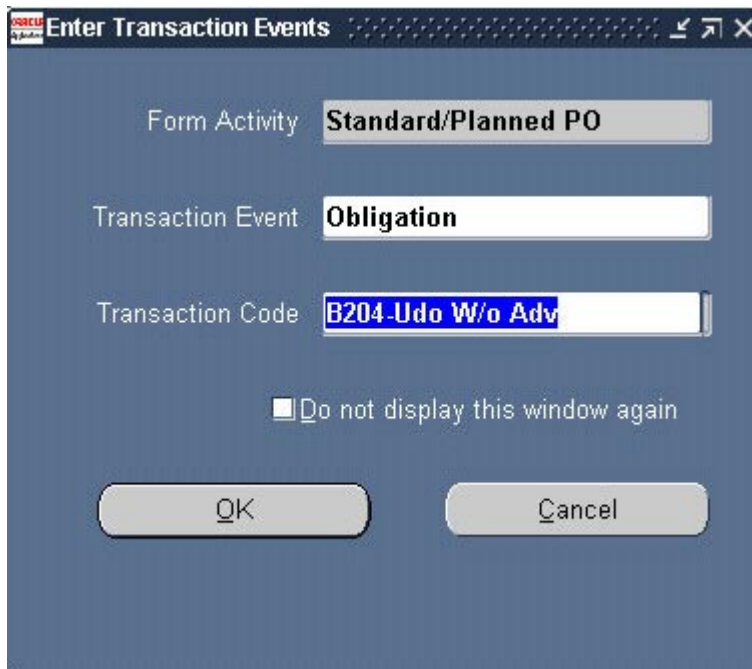
Purchase Orders

Oracle Public Sector Purchasing

N → Purchase Orders → Purchase Orders

Purchase Orders

A Standard Purchase Order: You generally create standard purchase orders for the one-time purchase of goods or services. You create standard purchase orders when you know the details of the goods or services you require: costs, quantities, delivery schedules, and accounting distributions. The Standard Purchase Order is obligated. You do not use Releases nor do you use Effective Dates and Amount Limits - because a Standard Purchase Order does not serve as an “umbrella” document for a contract.



ENTER TRANSACTION EVENTS		
Field Name	Comments	Required?
Form Activity	Accept default of Standard/Planned PO.	Display Only
Transaction Events	Choose Obligation from LOV.	Yes
Transaction Code	Choose from LOV.	Yes

1. Select (B) OK.

Purchase Orders (FEDERAL RAILROAD ADMIN) - [New]

PO, Rev **TW 105** **0** Type **Standard Purchase** Created **11-JUL-2001**

Supplier **1120 VERMONT A** Site **WASHINGTON146** Contact

Ship-To **FRA NATL ACCTG** Bill-To **FRA NATL ACCTG** Currency **USD**

Buyer **WILEY, FRA TAMI** Status **Incomplete** Total **0.00**

Description

Transaction Code **B204-Udo W/o Ad**

Items Price Reference Reference Documents More Agreement

Num	Type	Item	Rev	Category	Description	UOM	Quant
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Item

Currency... Terms Shipments Approve...

PURCHASE ORDERS

Field Name	Comments	Required?
PO, Rev	Enter a unique Purchase Order number.	Yes
Type	Choose the purchase order Type from LOV: Standard Purchase Order.	Yes
Created	Default, the system date is displayed as the creation date.	Yes
Supplier	Select the name of the Supplier for this purchase order from LOV.	Yes
Site	Select the Supplier Site for this purchase order from LOV.	Yes
Contact	You can optionally enter the name of the Contact at the supplier site.	No
Ship-To	Accept default or change to another location using LOV. If you entered a supplier and supplier site, the Ship To default reflects the locations you assigned to the supplier or supplier site.	Yes
Bill-To	Accept default or change using LOV. If you entered a supplier and supplier site, the Bill To default reflects the locations you assigned to the supplier or supplier site.	Yes
Currency	Displays currency USD.	Yes
Buyer	Accept default or change with LOV.	Yes
Status	Displays order status values: <ul style="list-style-type: none"> Incomplete - The order has not been approved. Approved - You have approved the order. You can print it and receive items against it. Requires Reapproval - You approved the order and then made changes that require you to reapprove it. Reserved - Funds are reserved for the purchase order. 	Display Only

Total	Displays the current Total order amount.	Display Only
Description	Optional -Enter a Description of the purchase order. These comments are for internal use only and do not print on the purchase order. You can enter up to 240 characters.	No
Transaction Code	Accept default from Enter Transaction Events window.	Yes

2. Select (I) Save to save the purchase order header information.

Line Information Tabbed Regions

Line Information

Use the tabbed regions to create purchase order lines. When you save your work, Oracle Purchasing creates shipments and distributions if sufficient valid default information is available.

Tabbed Region	Relevant Purchase Information
Item	Num, Type, Item, Revision, Category, Description, UOM, Quantity, Price, Promised, Need-By, Supplier Item, Charge Account, Amount, Reserved
Price Reference	Num, List Price, Market Price, Price Type, Allow Price Override, Price Limit, Negotiated
Reference Documents	Num, Contract, Quotation, Line Quotation Type, Supplier Quotation
More	Num, Note to Supplier, UN Number, Hazard, Capital Expense, Transaction Nature

Using Purchase Order Summary to Find Purchase Orders

Find Purchase Orders

Oracle Public Sector Purchasing

N → Purchase Orders → Purchase Order Summary

Find Purchase Orders

Note: You can enter as many criteria as desired to search for purchase orders. The more information you include, the more restrictive the search.

FIND PURCHASE ORDERS		
Field Name	Comments	Required?
Number	Purchase Order number	No
Type	Purchase Order type (e.g. standard, planned, blanket or contract)	No
Release	Release Number (Select the View Releases check box to include all associated releases for blanket purchase agreements and planned purchase orders)	No
Currency	Defaults to US Dollars	No
Supplier	Vendor or employee	No

Site	Supplier Site	No
Ship-To-Org	This defaults from Supplier, can be changed	No
Show External Locations Checkbox	Select to view external locations.	No
Ship-To	This defaults from Supplier, can be changed	No
Bill-To	This defaults from Supplier, can be changed	No
Line	LOV only if there is more than one line	No
Line Type	Select Line Type to include only specific lines of PO.	No
Shipment	Disabled unless there are shipments	No
Buyer	Optional	No
Headers	Checkbox – this is the default	No
Lines	Checkbox – to view Purchase Order Lines, rather than the Header	No
Shipments	Checkbox – to view Shipments within Purchase Order Lines	No
Distributions	Checkbox – to view Distributions within Shipments	No
Item Tab		
Item, Rev	Not used in DELPHI – inventory	No
Category	Optional, criteria that can be used to narrow the search	No
Description	Not used in DELPHI – inventory	No
Supplier Item	Not used in DELPHI – inventory	No

Find Purchase Orders (FEDERAL RAILROAD ADMIN)

Number Type
Release Currency
Supplier Site
Ship-To Org ☐ Shgw External Locations
Bill-To Ship-To
Line Line Type
Shipment Buyer
☐ View Releases

Item Date Ranges Status Related Documents Deliver To Accounting Projects

Order	<input type="text"/>	-	<input type="text"/>
Approved	<input type="text"/>	-	<input type="text"/>
Promised	<input type="text"/>	-	<input type="text"/>
Need-By	<input type="text"/>	-	<input type="text"/>
Closed	<input type="text"/>	-	<input type="text"/>

Results

☐ Headers
☒ Lines
☐ Shipments
☐ Distributions

Clear New Release New PO Find (F)

FIND PURCHASE ORDERS

Date Ranges Tab		
Field Name	Comments	Required?
Order	Optional, date field	No
Approved	Optional, date field	No
Promised	Optional, date field	No
Need-By	Optional, date field	No
Closed	Optional, date field	No

Find Purchase Orders (FEDERAL RAILROAD ADMIN)

Number Type

Release Currency

Supplier Site

Ship-To Org ☐ Show External Locations

Bill-To Ship-To

Line Line Type

Shipment Buyer

☐ View Releases

Item Date Ranges Status Related Documents Deliver To Accounting Projects

Order Approval

Control

Hold

Frozen

Firmed

Results

☐ Headers

☒ Lines

☐ Shipments

☐ Distributions

FIND PURCHASE ORDERS		
Status Tab		
Field Name	Comments	Required?
Order Approval	Is Purchase Order approved? Incomplete?	No
Control	Control status (Open, Closed, Finally Closed, Closed for Invoicing, Closed for Receiving, or Cancelled)	No
Hold	Hold Status: yes or no	No
Frozen	Frozen Status: yes or no	No
Firmed	Firmed Status: yes or no	No

Find Purchase Orders (FEDERAL RAILROAD ADMIN)

Number Type
 Release Currency
 Supplier Site
 Ship-To Org ☐ Show External Locations
 Bill-To Ship-To
 Line Line Type
 Shipment Buyer
☐ View Releases

Item Date Ranges Status Related Documents Deliver To Accounting Projects

Contract Supplier Quote
 Quote Quote Line
 Receipt Invoice
 Requisition Paper Requisition

Results
☐ Headers
☒ Lines
☐ Shipments
☐ Distributions

Clear New Release New PO Find (F)

FIND PURCHASE ORDERS

Related Documents Tab

Field Name	Comments	Required?
Contract	Optional	No
Quote	Requests for Quotes (RFQ) are not used at this time in DELPHI	No
Receipt	Optional	No
Requisition	Optional	No
Supplier Quote	Requests for Quotes (RFQ) are not used at this time in DELPHI	No
Quote Line	Requests for Quotes (RFQ) are not used at this time in DELPHI	No
Invoice	Optional	No
Paper Requisition	Optional	No

Find Purchase Orders (FEDERAL RAILROAD ADMIN)

Number Type
Release Currency
Supplier Site
Ship-To Org ☐ Show External Locations
Bill-To Ship-To
Line Line Type
Shipment Buyer
☐ View Releases

Item Date Ranges Status Related Documents Deliver To Accounting Projects

Destination Type
Requestor
Organization
Location
Subinventory

Results
☐ Headers
☒ Lines
☐ Shipments
☐ Distributions

Clear New Release New PO Find (F)

FIND PURCHASE ORDERS		
Deliver To Tab		
Field Name	Comments	Required?
Destination Type	Will always be "Expense"	No
Requestor	Buyer	No
Organization	Defaults from Purchasing Setup	No
Location	Select from (I)LOV specific to OA	No
Subinventory	Not used in DELPHI – inventory	No

Find Purchase Orders (FEDERAL RAILROAD ADMIN)

Number Type
Release Currency
Supplier Site
Ship-To Org ☐ Show External Locations
Bill-To Ship-To
Line Line Type
Shipment Buyer
☐ View Releases

Item Date Ranges Status Related Documents Deliver To **Accounting** Projects

Period -
GL Date -
Charge Account
Budget Account
Active Encumbrances

Results
☐ Headers
☐ Lines
☐ Shipments
☐ Distributions

FIND PURCHASE ORDERS		
Accounting Tab		
Field Name	Comments	Required?
Period	From and To (Date Range)	No
GL Date	From and To (Date Range)	No
Charge Account	Accounting Flexfield	No
Budget Account	Optional	No
Active Encumbrances	Not used in DELPHI	No

FIND PURCHASE ORDERS		
Projects Tab		
Field Name	Comments	Required?
Project	Select from the field LOV the name of the required project.	No
Task	Enter the desired Task Name.	No

1. Select the Results group (Headers, Lines, Shipments or Distributions) to determine which summary window to open.
2. Click the Find button to initiate the search and open the appropriate summary window.

Note: Depending on the search criteria you have specified, not all summary windows may be available.

Purchase Order Headers (FEDERAL RAILROAD ADMIN)

Number	Release	Rev	Description	Type	Approval Status	Order Date	Supplier
230237071		0	PARKER, WANDA - BA	Standard Purc	Approved	31-JAN-2002 09	AGR
230237072		0	BENN - DESCRIPTIVE	Standard Purc	Approved	31-JAN-2002 09	STR
230237070		0	JACKSON, INGA - BUI	Standard Purc	Approved	31-JAN-2002 09	STR
230237057		0	BENETHIEN - LEADER	Standard Purc	Approved	31-JAN-2002 08	OFF
230231210		0	STADTLER - SEMINAR	Standard Purc	Approved	31-JAN-2002 08	OFF
230237055		0	DEEMILIO - TEAM BUI	Standard Purc	Approved	31-JAN-2002 08	OFF
230231200		0	CARPENTER	Standard Purc	Approved	31-JAN-2002 08	OFF
230237053		0	KOWALSKY	Standard Purc	Approved	31-JAN-2002 08	OFF
230237063		0	WILSON - LEADERSHI	Standard Purc	Approved	31-JAN-2002 08	OFF
230237052		0	WAGNER	Standard Purc	Approved	31-JAN-2002 08	OFF

PURCHASE ORDER HEADERS		
Field Name	Comments	Required?
Number	Purchase Order Number	Display Only
Release	Release number of Purchase Order	Display Only
Rev	Revision number of Purchase Order	Display Only
Description	Description of Purchase Order	Display Only
Type	Purchase Order type (i.e. Standard, Blanket Purchase Agreement)	Display Only
Approval Status	Approval Status of the Purchase Order	Display Only
Order Date	Date the Purchase Order was created	Display Only

Purchase Order Headers (FEDERAL RAILROAD ADMIN)

Supplier	Supplier Site	Curre	Amount	Matched Amount	Buyer	Closure Status	Cancelled
AGRICULTURE DE	WASHINGTON	USD	625.00	625.00	HARRISON, I	Open	<input type="checkbox"/>
STRAYER UNIVER	WASHINGTON	USD	1,039.50	1,039.50	HARRISON, I	Open	<input type="checkbox"/>
STRAYER UNIVER	WASHINGTON	USD	1,099.50	1,099.50	HARRISON, I	Open	<input type="checkbox"/>
OFFICE OF PERS	LANCASTER 1	USD	3,450.00	0.00	HARRISON, I	Open	<input type="checkbox"/>
OFFICE OF PERS	LANCASTER 1	USD	3,450.00	0.00	HARRISON, I	Open	<input type="checkbox"/>
OFFICE OF PERS	LANCASTER 1	USD	2,300.00	0.00	HARRISON, I	Open	<input type="checkbox"/>
OFFICE OF PERS	AURORA	USD	2,600.00	0.00	OLSON, KAR	Open	<input type="checkbox"/>
OFFICE OF PERS	AURORA	USD	3,450.00	0.00	OLSON, KAR	Open	<input type="checkbox"/>
OFFICE OF PERS	LANCASTER 1	USD	3,950.00	0.00	HARRISON, I	Open	<input type="checkbox"/>
OFFICE OF PERS	AURORA	USD	2,400.00	0.00	OLSON, KAR	Open	<input type="checkbox"/>

Lines New Release New PO Open

PURCHASE ORDER HEADERS – cont.		
Field Name	Comments	Required?
Supplier	Vendor or employee	Display Only
Supplier Site	Supplier Site	Display Only
Currency	Default is 'USD'	Display Only
Amount	Amount = Price * Quantity	Display Only
Matched Amount	Amount matched to an invoice	Display Only
Buyer	Buyer for the Purchase Order	Display Only
Closure Status	Status of the Purchase Order (i.e. Open, Closed, Closed for Invoicing)	Display Only
Cancelled	Checkbox – Enabled if Purchase Order has been cancelled	Display Only

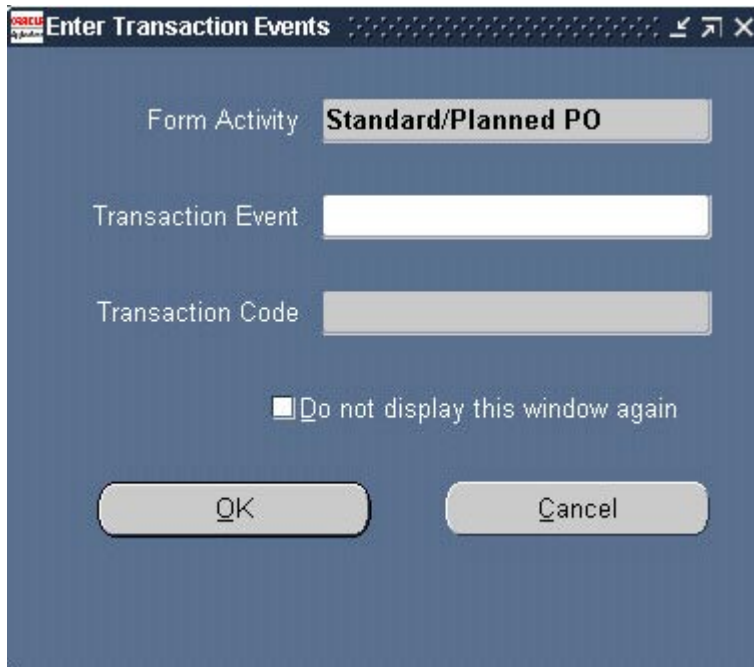
Purchase Order Details: Alternative Regions

Purchase Orders

Oracle Public Sector Purchasing

N → Purchase Orders → Purchase Orders

Purchase Orders



Enter Transaction Events

Form Activity: Standard/Planned PO

Transaction Event: [Input Field]

Transaction Code: [Input Field]

☐ Do not display this window again

OK Cancel

1. Select (B) Cancel on the Enter Transaction Events screen to exit. Select (B) OK to bypass the Caution window. Purchase Order screen will appear automatically.
2. Find the purchase order by selecting (M) View and Find. Enter the purchase order in the Find field. Select (B) Find. Highlight PO number, select (B) OK. If the selection is not specific or autoreduced, it may say 'working' in the window heading
3. Go to the bottom half of the screen to enter purchase order lines.
4. Begin by entering information in the Items Tab.

Purchase Orders (FEDERAL RAILROAD ADMIN) - TW 105

PO, Rev	TW 105	0	Type	Standard Purchase	Created	11-JUL-2001
Supplier	1120 VERMONT A		Site	WASHINGTON146	Contact	
Ship-To	FRA NATL ACCTG		Bill-To	FRA NATL ACCTG	Currency	USD
Buyer	WILEY, FRA TAMI		Status	Incomplete	Total	64.00
Description					Transaction Code	B204-Udo W/o Ad

Items | Price Reference | Reference Documents | More | Agreement

Num	Type	Item	Rev	Category	Description	UOM	Quant
1	SERVICES &			SERVICES	TEST	EACH	64

Item: TEST

Currency... Terms Shipments Approve...

5. Scroll to the right to see the remaining fields.

Purchase Orders (FEDERAL RAILROAD ADMIN) - TW 105

PO, Rev	TW 105	0	Type	Standard Purchase	Created	11-JUL-2001
Supplier	1120 VERMONT A		Site	WASHINGTON146	Contact	
Ship-To	FRA NATL ACCTG		Bill-To	FRA NATL ACCTG	Currency	USD
Buyer	WILEY, FRA TAMI		Status	Incomplete	Total	64.00
Description					Transaction Code	B204-Udo W/o Ad

Items | Price Reference | Reference Documents | More | Agreement

Num	Quantity	Price	Promised	Need-By	Supplier Item	Chai
1	64	1				

Item: TEST

Currency... Terms Shipments Approve...

6. Scroll to the right to see the remaining fields.

Purchase Orders (FEDERAL RAILROAD ADMIN) - TW 105

PO, Rev **TW 105** **0** Type **Standard Purchase** Created **11-JUL-2001**

Supplier **1120 VERMONT A** Site **WASHINGTON146** Contact

Ship-To **FRA NATL ACCTG** Bill-To **FRA NATL ACCTG** Currency **USD**

Buyer **WILEY, FRA TAMI** Status **Incomplete** Total **64.00**

Description Transaction Code **B204-Udo W/o Adv**

Items Price Reference Reference Documents More Agreement

Num	am	Charge Account	Reserved Amount	Base Transaction Code	Se
1			64.00	B204-Udo W/o Adv	

Item **TEST**

Currency... Terms Shipments Approve...

PURCHASE ORDERS		
Items TAB		
Field Name	Comments	Required?
Num (number)	Click on field, numbering is automatic.	Display Only
Type	Enter a line type for the item from LOV.	Yes
Item	Not used in DELPHI at this time.	No
Rev (item revision)	Not used in DELPHI at this time.	No
Category	May default, from line type, or choose from LOV.	Yes
Description	Description of purchase order line.	Yes
UOM (unit of measure)	Defaults from line type.	Display Only
Quantity	Must be > 0.	Yes
Price	For "Amount" based line types, Price will always be displayed as "1".	Yes
Promised	Date that delivery promised by.	No
Need by	Date when requestor needs the item.	No
Supplier Item	Not used in DELPHI at this time.	No
Charge Account	Accounting flexfield, in Distributions	Display Only
Amount	Unit Price X Quantity = Amount	Display Only
Reserved	Checkbox - Indicates whether you successfully reserved funds for this purchase order distribution.	Display Only
Transaction Code	Defaults from Transaction Event entry.	Yes

Purchase Orders (FEDERAL RAILROAD ADMIN) - TW 105

PO, Rev	TW 105	0	Type	Standard Purchase	Created	11-JUL-2001	
Supplier	1120 VERMONT A		Site	WASHINGTON146	Contact		
Ship-To	FRA NATL ACCTG		Bill-To	FRA NATL ACCTG	Currency	USD	
Buyer	WILEY, FRA TAMI		Status	Incomplete	Total	64.00	
Description						Transaction Code	B204-Udo W/o Ad

Items Price Reference Reference Documents More Agreement

Num	List Price	Market Price	Price Type	Allow Price Override	Price Limit	Negot
1			Cost Plus Percentag	<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>

Item TEST

Currency... Terms Shipments Approve...

7. Enter Price Reference tab information, if needed.

PURCHASE ORDERS (continued)		
Price Reference TAB		
Field Name	Comments	Required?
Num (number)	Defaults from Purchase Order Line.	Display Only
List Price	List price of the item.	No
Market Price	Market price of the item.	No
Price Type	Select Price Type from LOV.	No
Allow Price Override	Not used in DELPHI at this time.	No
Price Limit	Not used in DELPHI at this time.	No
Negotiated	If the actual price is less than the list price, then the field is checked as the default. You can accept default or change it.	No

8. If you need to reference a Contract Purchase Agreement in a Standard Purchase Order, select the Reference Documents Tab.

Purchase Orders (FEDERAL RAILROAD ADMIN) - TW 105

PO, Rev	TW 105	0	Type	Standard Purchase	Created	11-JUL-2001
Supplier	1120 VERMONT A		Site	WASHINGTON146	Contact	
Ship-To	FRA NATL ACCTG		Bill-To	FRA NATL ACCTG	Currency	USD
Buyer	WILEY, FRA TAMI		Status	Incomplete	Total	64.00
Description						
					Transaction Code	B204-Udo W/o Ad

Num	Contract	Quotation	Line	Quotation Type	Supplier Quotation
1					

Item

PURCHASE ORDERS (continued)		
Reference Documents TAB		
Field Name	Comments	Required?
Num	Purchasing assigns a sequential number.	Yes
Contract	Used to reference a Contract Purchase Agreement in a Standard Purchase Order.	No
Quotation	Not used in DELPHI at this time.	No
Line	Not used in DELPHI at this time.	No
Quotation Type	Not used in DELPHI at this time.	No
Supplier Quotation	Not used in DELPHI at this time.	No

Purchase Orders (FEDERAL RAILROAD ADMIN) - TW 105

PO, Rev	TW 105	0	Type	Standard Purchase	Created	11-JUL-2001
Supplier	1120 VERMONT A		Site	WASHINGTON146	Contact	
Ship-To	FRA NATL ACCTG		Bill-To	FRA NATL ACCTG	Currency	USD
Buyer	WILEY, FRA TAMI		Status	Incomplete	Total	64.00
Description						

Transaction Code **B204-Udo W/o Ad**

Items Price Reference Reference Documents More Agreement

Num	Note To Supplier	UN Number	UN Number Description	Capital Expense Hazard
1				

Item **TEST**

Currency... Terms Shipments Approve...

PURCHASE ORDERS (continued)		
More TAB		
Field Name	Comments	Required?
<i>This Tab is not used in DELPHI</i>		

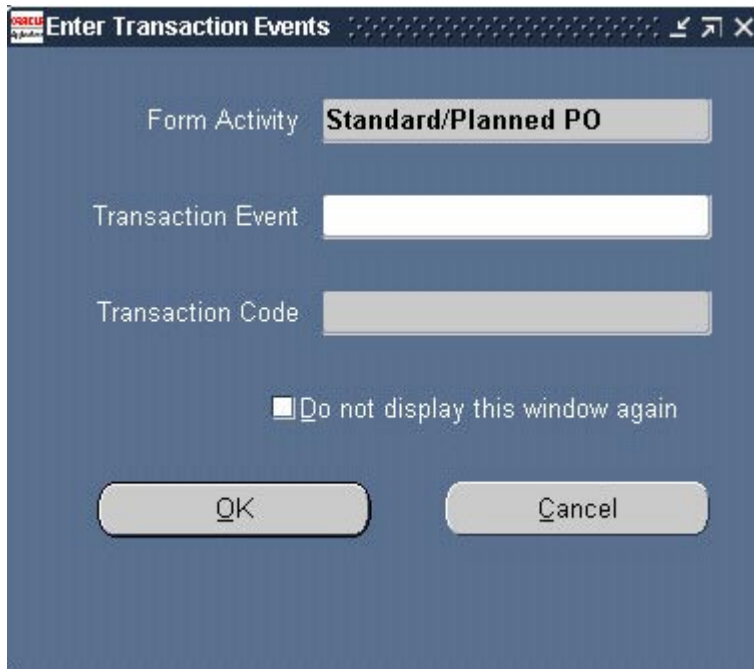
Entering Shipments in Purchase Orders

Shipments

Oracle Public Sector Purchasing

N → Purchase Orders → Purchase Orders

Purchase Orders



Enter Transaction Events

Form Activity: Standard/Planned PO

Transaction Event:

Transaction Code:

☐ Do not display this window again

OK Cancel

1. Select (B) Cancel on the Enter Transaction Events screen to exit. Select (B) OK to bypass the Caution window. The Purchase Order Summary in Purchase Orders screen will appear automatically

Purchase Orders (FEDERAL RAILROAD ADMIN) - [New]

PO, Rev		0	Type	Standard Purchase	Created	11-JUL-2001
Supplier			Site		Contact	
Ship-To	FRA NATL ACCTG		Bill-To	FRA NATL ACCTG	Currency	USD
Buyer	WILEY, FRA TAMI		Status	Incomplete	Total	0.00
Description						

Transaction Code: **B204-Udo W/o Ad**

Items | Price Reference | Reference Documents | More | Agreement

Num	Type	Item	Rev	Category	Description	UOM	Quant

Item:

Currency... | Terms | Shipments | Approve...

- On the Purchase Order Summary in Purchase Orders screen, find the purchase order by selecting (M) View and (M) Find. Enter the purchase order number in the Find field. Select (B) Find; Highlight the PO number, select (B) OK. If the selection is not specific or autoreduced; 'working' may appear in the window heading.
- Select (B) Shipments.

Shipments (FEDERAL RAILROAD ADMIN) - TW 105

Shipments More Status

Num	Org	Ship-To	UOM	Quantity	Promised Date	Need-By	Original Promise
1	FRA	FRA NATL ACC	EACH	64			

Line Num **1** Item **TEST**

Receiving Controls Distributions

SHIPMENTS		
Shipments TAB		
Field Name	Comments	Required?
Num	Default, line number.	Yes
Org	Default, generated from Setup.	Yes
Ship To	Default, generated from Purchase Order header.	Yes
UOM	Default, generated from Items Tab.	Display Only
Quantity	Default, generated from Items Tab.	Yes
Promised Date	Enter the date the supplier promised delivery of the items. This promised date is printed on the purchase order shipment. The default is from the Purchase Order Preferences window.	No
Need By	Default, generated from Items Tab. Can change with LOV.	No
Original Promise	Not used in DELPHI at this time.	No
Country of Origin	Default from the Supplier Site. Country in which an item is manufactured.	No

Shipments (FEDERAL RAILROAD ADMIN) - TW 105

Shipments More Status

Taxable Reserved

Num		Tax Code	Charge Account	Amount		
1	<input type="checkbox"/>			64.00	<input type="checkbox"/>	B204-Udo V
	<input type="checkbox"/>				<input type="checkbox"/>	
	<input type="checkbox"/>				<input type="checkbox"/>	
	<input type="checkbox"/>				<input type="checkbox"/>	
	<input type="checkbox"/>				<input type="checkbox"/>	

Line Num 1 Item TEST

Receiving Controls Distributions

SHIPMENTS		
Shipments TAB (Continued using Scroll Bar)		
Field Name	Comments	Required?
Taxable	Not used in DELPHI at this time.	No
Tax Code	Not used in DELPHI at this time.	No
Charge Account	Default from Purchase Order Distributions screen.	Display Only
Amount	Default from Items Alternative Region of the Purchase Order screen.	Display Only
Reserved	Checkbox. Indicates whether funds have been reserved.	No
Transaction Code	Default, generated from header in Invoices screen, can change with LOV.	Yes

4. Select (I) Save.
5. Select the More Tab.

Shipments (FEDERAL RAILROAD ADMIN) - TW 105

Shipments More Status

Num	Receipt Close Tolerance (%)	Invoice Close Tolerance (%)	Match Approval Level	Invoice Match Option	Accrue at Receipt	Fir
1	0	0	2-Way	PO	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Line Num 1 Item TEST

Receiving Controls Distributions

SHIPMENTS (continued)		
More TAB		
Field Name	Comments	Required?
Num	Default, line number.	Yes
Receipt Close Tolerance	Enter the Receipt Close Tolerance percent for your shipments. Purchasing automatically closes a shipment for receiving if it is within the receiving closing tolerance at the receiving close point.	No
Invoice Close Tolerance	Enter the Invoice Close Tolerance percent for your shipments. Purchasing automatically closes a shipment for invoicing if it is within the invoicing closing tolerance at billing, when Payables matches invoices to purchase orders.	No
Match Approval Level	Select one of the following for Match Approval Level: <ul style="list-style-type: none"> Two-Way: Purchase order and invoice quantities must match within tolerance. Three-Way: Purchase order, receipt, and invoice quantities must match within tolerance. Four-Way: Purchase order, receipt, accepted, and invoice quantities must match within tolerance. 	Yes
Invoice Match Option	Select an Invoice Match Option: Purchase Order: Payables must match the invoice to the purchase order. Receipt: Payables must match the invoice to the receipt. The invoice Match Option defaults from the Supplier Sites window. You can change the Invoice Match Option on the shipment until you receive against the shipment.	Yes
Accrue on Receipt	Checkbox - Select to indicate that the items on this purchase order line accrue on receipt. Only select if using either 3-way or 4-way matching.	Yes

Firm	Not used in DELPHI at this time.	No
------	----------------------------------	----

Note: You **cannot** change the Invoice Matching field once the purchase order is approved. If it is necessary to change the matching after approval, cancel the current PO line and re-enter with the new matching requirement.

6. Select (I) Save.

7. Select the Status tab to view the status of the shipment.

SHIPMENTS (continued)		
Status TAB		
Field Name	Comments	Required?
Num	Default, generated from Purchase Order header.	Display Only
Status	Default, generated from Purchase Order header.	Display Only
Ordered	Displays the Quantity Ordered.	Display Only
Received	Displays the Quantity Received.	Display Only
Cancelled	Displays the Quantity Cancelled.	Display Only
Billed	Displays the Quantity Billed.	Display Only

8. Select (I) Save and Close.

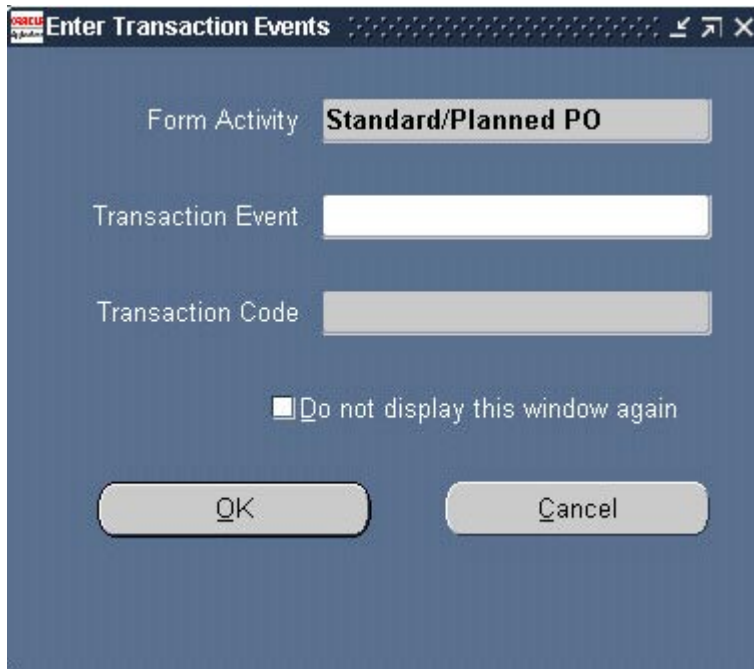
Entering Distributions In Purchase Orders

Purchase Orders

Oracle Public Sector Purchasing

N → Purchase Orders → Purchase Orders

Purchase Orders



Enter Transaction Events

Form Activity: Standard/Planned PO

Transaction Event:

Transaction Code:

☐ Do not display this window again

OK Cancel

1. Select (B) Cancel on the Enter Transaction Events screen to exit. Select (B) OK to bypass the Caution window. Purchase Order screen will automatically appear.

Purchase Orders (FEDERAL RAILROAD ADMIN) - [New]

PO, Rev	0	Type	Standard Purchase	Created	11-JUL-2001
Supplier		Site		Contact	
Ship-To	FRA NATL ACCTG	Bill-To	FRA NATL ACCTG	Currency	USD
Buyer	WILEY, FRA TAMI	Status	Incomplete	Total	0.00
Description					

Transaction Code: **B204-Udo W/o Ad**

Items | Price Reference | Reference Documents | More | Agreement

Num	Type	Item	Rev	Category	Description	UOM	Quant

Item:

Currency... | Terms | Shipments | Approve...

- Find the purchase order by selecting (M) View and Find. Enter the purchase order number in the Find field. Select (B) Find. Highlight the PO number and select (B) OK.
- Select (B) Shipments.
- Select (B) Distributions.

Note: Enter Distributions only in Planned or Standard Purchase Orders.

If you are entering a Project related purchase order go to step 7. **DO NOT** enter anything in the Destination alternative region.

If you are entering a non-project related PO, enter information in the Destination tab.

Distributions (FEDERAL RAILROAD ADMIN) - TW 105

Destination More Project

Num	Type	Requestor	Deliver-To	Subinventory	Quantity	C []
1	Expense				64	

Account Description

Charge Budget
Accrual Variance

Item And Shipment Details

Line Num 1 Shipment Num 1 Org FRA Ship-To FRA NATL ACCTG 01
Item TEST

5. Scroll to the right to see remaining fields.

Distributions (FEDERAL RAILROAD ADMIN) - TW 105

Destination More Project

Num	Charge Account	Recovery Rate	GL Date	Reserved	Transaction Code
1			11-JUL-2001	<input type="checkbox"/>	B204-Udo W/o Adv
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Account Description

Charge Budget
Accrual Variance

Item And Shipment Details

Line Num 1 Shipment Num 1 Org FRA Ship-To FRA NATL ACCTG 01
Item TEST

DISTRIBUTIONS

Destination TAB		
Field Name	Comments	Required?
Num	Generated line number.	Yes
Type	Default The destination type determines the final destination of the purchased items. Accept default or choose one of the following options: <ul style="list-style-type: none"> • <i>Expense</i> - The goods are delivered to the requestor at an expense location. The destination subinventory is not applicable. • <i>Inventory</i> - The goods are received into inventory upon delivery. You can choose this option only if the item is stock enabled in the ship-to organization. • <i>Shop Floor</i> - The goods are delivered to an outside processing operation defined by Work in Process. You can choose this option only for outside processing items. 	Yes
Requestor	Enter Requestor location for this distribution.	No
Deliver To	Enter Deliver To location for this distribution.	No
Subinventory	Not used.	No
Quantity	Default – The value comes from the quantity you entered in the Shipments region, or you can change the quantity of the purchase order shipment you what to charge to the accounting flexfield.	Yes
Charge Account Form	Choose from LOV.	Yes
Fund	Choose from LOV.	Yes
Year	Choose from LOV.	Yes
BPAC	Choose from LOV.	Yes
Organization	Choose from LOV.	Yes
Object Class	Choose from LOV.	Yes
SGL Account	Choose from LOV.	Yes
Recovery Rate	Not used.	No
GL Date	Default is current date.	Display Only
Reserved	Checkbox - Indicates whether you successfully reserved funds for this purchase order distribution.	Display Only
Transaction Code	Default – accept or change with LOV, save work at this point.	Yes
Account Description Area		
Charge	Account description of the distribution entered.	Display Only
Accrual	Description of the accrual account. Accrual account is generated based upon the distribution entered.	Display Only
Budget	Description of the budget account. Budget account is generated based upon the distribution entered.	Display Only
Variance	Description of the variance account. Variance account is generated based upon the distribution entered.	Display Only
Item And Shipment Details Area		
Line Num	Displays the line number of the item for the distribution you are creating.	Display Only
Shipment Num	Displays the shipment number of the item for the distribution you are creating.	Display Only

Org	Displays the organization of the item for the distribution you are creating.	Display Only
Ship To	Displays the shipment location for the distribution you are creating.	Display Only
Item	DOT does not use this functionality at this time.	Display Only
Description	Displays the description of the item for the distribution you are creating.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - TW 105

Destination More Project

Requisition

Num	Number	Line	Online	Rate Date	Rate	Accrual Account
1			<input type="checkbox"/>			2710700000.2001.0901050000.40300000
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Account Description

Charge	SAFETY AND OPERATIONS, FR.BY 2001	Budget	SAFETY AND OPERATIONS, FR.BY 2001
Accrual	SAFETY AND OPERATIONS, FR.BY 2001	Variance	SAFETY AND OPERATIONS, FR.BY 2001

Item And Shipment Details

Line Num	1	Shipment Num	1	Org	FRA	Ship-To	FRA NATL ACCTG OI
Item	TEST						

6. Scroll to the right to see remaining fields.

Distributions (FEDERAL RAILROAD ADMIN) - TW 105

Destination More Project

Num	Budget Account	Variance Account
1	000.4030000000.2710700000.2001.0901050000.40300000	2710700000.2001.0901050000.40300000

Account Description

Charge SAFETY AND OPERATIONS, FR.BY 2001 Budget SAFETY AND OPERATIONS, FR.BY 2001
 Accrual SAFETY AND OPERATIONS, FR.BY 2001 Variance SAFETY AND OPERATIONS, FR.BY 2001

Item And Shipment Details

Line Num 1 Shipment Num 1 Org FRA Ship-To FRA NATL ACCTG O
 Item TEST

DISTRIBUTIONS		
More TAB		
Field Name	Comments	Required?
Num	Default, line number.	Yes
Number	Default, requisition number.	No
Line	Default, requisition line number.	No
Online	Checkbox – Indicates whether this distribution is part of an on-line requisition.	No
Rate Date	Not used in Delphi functionality.	No
Rate	Not used in Delphi functionality.	No
Accrual Account	Generated from Distribution Entered.	Display Only
Budget Account	Generated from Distribution Entered.	Display Only
Variance Account	Generated from Distribution Entered.	Display Only
Account Description Area	Defaults from Distribution.	Display Only
Account Description Area		
Charge	Account description of the distribution entered.	Display Only
Accrual	Description of the accrual account. Accrual account is generated based upon the distribution entered.	Display Only
Budget	Description of the budget account. Budget account is generated based upon the distribution entered.	Display Only
Variance	Description of the variance account. Variance account is generated based upon the distribution entered.	Display Only
Item And Shipment Details Area		

Line Num	Displays the line number of the item for the distribution you are creating.	Display Only
Shipment Num	Displays the shipment number of the item for the distribution you are creating.	Display Only
Org	Displays the organization of the item for the distribution you are creating.	Display Only
Ship To	Displays the shipment location for the distribution you are creating.	Display Only
Item	DOT does not use this functionality at this time.	Display Only
Description	Displays the description of the item for the distribution you are creating.	Display Only

7. Enter Project data if needed.

Distributions (FEDERAL RAILROAD ADMIN) - TW 105

Destination More **Project**

Expenditure						
Num	Project	Task	Award	Type	Org	Date []
1						

Account Description

Charge: SAFETY AND OPERATIONS, FR.BY 2001 Budget: SAFETY AND OPERATIONS, FR.BY 2001

Accrual: SAFETY AND OPERATIONS, FR.BY 2001 Variance: SAFETY AND OPERATIONS, FR.BY 2001

Item And Shipment Details

Line Num: 1 Shipment Num: 1 Org: FRA Ship-To: FRA NATL ACCTG 01

Item: TEST

DISTRIBUTIONS		
Project TAB		
Field Name	Comments	Required?
Project	If the Purchase Order is project related, enter a Project number.	Yes
Task	Choose from LOV, or enter task number.	Yes
Award	Not used by DOT.	No
Type	Choose from LOV for an Expenditure Type.	Yes
Org	Choose from LOV; enter an Expenditure Organization.	Yes
Date	Choose from LOV; select the Expenditure Date.	Yes
Quantity	Accept default from the quantity you entered in the shipments region, or change using LOV.	Yes

8. Select (I) Save.

Approving Documents

All approvals in Purchasing are handled by predefined workflows embedded within the system.

The purchase order document will have the status *Incomplete* until you submit the document for approval. The status then changes to *Approved*.

If the document is forwarded, Workflow changes the status to *In Process* until it is approved.

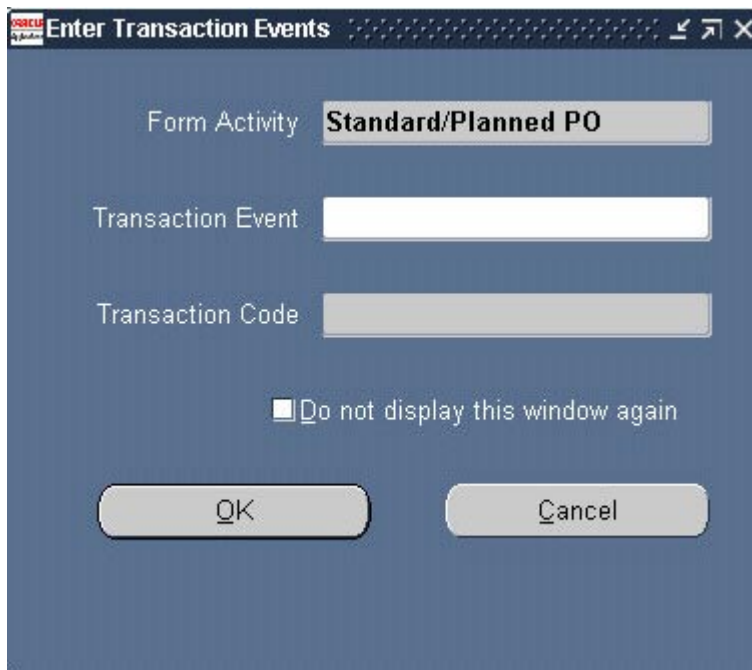
It is possible to make changes to a purchase order for which funds have already been reserved. This is accomplished by temporarily unreserving the document, making the desired changes, and reserving the document again after the changes are complete. The unreserve action affects all lines on a purchase order, and changes the document's status to *Requires Reapproval*.

Purchase Orders

Note: To approve a Purchase Order, begin with step 1.

Note: To approve a Release, begin with step 5.

Oracle Public Sector Purchasing
N→ Purchase Orders → Purchase Orders
Purchase Orders



Enter Transaction Events

Form Activity: Standard/Planned PO

Transaction Event:

Transaction Code:

☐ Do not display this window again

OK Cancel

1. On the Enter Transaction Events screen select (B) Cancel to exit. A Caution screen will appear. Select (B) OK to bypass the Caution screen.

Purchase Orders (FEDERAL RAILROAD ADMIN) - [New]

PO, Rev: 0 Type: Standard Purchas Created: 11-JUL-2001

Supplier: Site: Contact:

Ship-To: FRA NATL ACCTG Bill-To: FRA NATL ACCTG Currency: USD

Buyer: WILEY, FRA TAMI Status: Incomplete Total: 0.00

Description: Transaction Code: B204-Udo W/o Ad

Items | Price Reference | Reference Documents | More | Agreement

Num	Type	Item	Rev	Category	Description	UOM	Quant
<input checked="" type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Item: Currency... Terms Shipments Approve...

2. On the Purchase Order Summary in Purchases Order screen, find the purchase order by selecting (M) Query and Find. Enter the purchase order number in the Find field. Select (B) Find. Highlight the PO number. Select (B) OK.
3. Select (B) Approve.
4. Continue with step 8 to approve the PO.

Oracle Public Sector Purchasing
 N → Purchase Orders → Releases
 Enter Transaction Events

Enter Transaction Events

Form Activity: **PO Releases**

Transaction Event:

Transaction Code:

☐ Do not display this window again

OK **Cancel**

- On the Enter Transaction Events screen select (B) Cancel to exit. A Caution screen will appear. Select (B) OK to bypass the Caution screen.

Releases (FEDERAL RAILROAD ADMIN) - [New]

PO, Rev: Release: 0 Created: **11-JUL-2001**

Supplier: Site: Currency:

Buyer: **WILEY, FRA TAMMY** Status: **Incomplete** Total:

☐ Firmed ☐ Acceptance Required Due By:

Pay On: Transaction Code:

Shipments | More | Status | Item

Source								
Num	Line	Shipment	Org	Ship-To	UOM	Quantity	Price	Promised
<input checked="" type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Item:

Receiving Controls... **Agreement** **Distributions** **Approve...**

6. On the Releases screen, find the Release you want to approve by selecting (M) View and Find. Enter the Release number in the Find field. Select (B) Find. Highlight the Release number. Select (B) OK.
7. Select (B) Approve.

Approve Document (FEDERAL RAILROAD ADMIN) - TW 112

☒ Reserve
☐ Unreserve

Unreserve Date

☐ Submit for Approval
☐ Forward

Forward From
Forward To

Note

☐ Print
☐ Fax

Fax Number

OK Cancel

8. Select the checkbox Reserve. Deselect the Submit for Approval checkbox. It is very important to deselect the Submit for Approval when reserving because this allows you to see error messages if there is a problem with reserving.
9. Select (B) OK. A Note window will appear stating that the action was completed successfully. The Status field in the Purchase Order screen will display Incomplete, reserved. Proceed with the next step.

If an error message appears such as insufficient funds do not proceed with approval. Verify with the appropriate person, such as the funds manager, that there are sufficient funds for the accounting distribution line(s).

Approve Document (FEDERAL RAILROAD ADMIN) - TW 112

☐ Reserve
☐ Unreserve
☒ Submit for Approval
☐ Forward

Unreserve Date

Forward From
Forward To

Note

☐ Print
☐ Fax

Fax Number

OK Cancel

10. Select (B) Approve. Select the checkbox Submit for Approval after the funds have been reserved.
11. Select (B) OK. A Note window will appear stating the Document has been submitted for approval. Select (B) OK. The Purchase Order screen will automatically appear. The Status field will display Approved, Reserved.

Unreserve Document

12. If you are making changes to a previously approved document, select the Unreserve checkbox (this field will be ghosted unless the document is approved). This will unreserve all lines on the purchase order.
13. Select (B) OK
14. Make whatever changes are necessary to the document.
15. Submit the document again for approval.

APPROVE DOCUMENT		
Field Name	Comments	Required?
Reserve	Select to reserve funds for the document. This is used for budgetary control. This will allow checking of funds and distributions prior to submitting for approval.	No
Unreserve	Select to unreserve funds for the document only if you are using budgetary control and funds are currently reserved for that document.	No
Unreserve Date	Enter an Unreserve Date that falls within an open reserve period.	No
Submit for Approval	Select Submit for Approval after the document has been reserved.	Yes
Forward	Select Forward only if you want to forward the document to someone outside the default Approval Path.	No

Forward From	Display the user name of the person forwarding the document.	No
Forward To	Enter the user name of the person you are forwarding the document.	No
Note	Enter notes in the note field to record information about your approval action or provide instructions for the next approver if your document requires additional authorization.	No
Print	The document will automatically print once it is approved.	No
Fax	The document will automatically fax once it is approved.	No
Fax Number	Enter the Fax Number if Fax is selected.	No

Submitting Open Purchase Order Report by Cost Center

Submit a New Request

Oracle Public Sector Purchasing

N → Reports → Run

Submit a New Request



SUBMIT A NEW REQUEST		
Field Name	Comments	Required?
Single Request	Allows you to enter an individual request.	Yes
Request Set	Allows you to submit a pre-defined set of requests.	No

1. Select (B) OK.

Submit Request

Run this Request...

Name: Copy...

Parameters:

Language: Languages...

At these Times...

Schedule...

Upon Completion...

☒ Save all Output Files

Notify:

Print to: Options...

Help (B) Submit Cancel

SUBMIT REQUEST		
Run This Request...Area		
Field Name	Comments	Required?
Name	Name of the Request.	Yes
Parameters	Enter additional criteria for the Request.	Yes
Language	Defaults to American English	Yes
At these Times...Area		
At these times	As Soon As Possible is the default.	Yes
Upon Completion...Area		
Save All Output Files	Check this field if you want to save the output files to view online at a later time.	Yes
Notify	Enter the name of the user you would like to have the system notify when this process has completed.	No
Print To	Select the printer to have a hard copy of the system output printed.	No

- After Parameters for the report have been entered, Select (B) Submit Request.

Submit Request

Run this Request...

Name: **Open Purchase Orders Report(by Cost Center)** [Copy...]

Parameters

Parameters

Title: **Open Purchase Orders By Cost Center**

Companies From: []

To: []

Cost Centers From: []

To: []

Dynamic Precision Option: **2** -9,999,990.00

[OK] [Cancel] [Clear] [Help]

[Help (B)] [Submit] [Cancel]

PARAMETERS		
Field Name	Comments	Required?
Title	Free form field - Enter a title for the report.	Yes
Companies From	Enter a Company name to limit the report to one Company or range of Companies. Leave field blank for all Companies.	No
To	Enter a Company name to limit the report to one Company or range of Companies. Leave field blank for all Companies.	No
Cost Center From	Enter a Cost Center name to limit the report to one Cost Center or range of Cost Centers. Leave field blank for all Cost Centers.	No
To	Enter a Cost Center name to limit the report to one Cost Center or range of Cost Centers. Leave field blank for all Cost Centers.	No
Dynamic Precision Option	Number of decimal places in the amount columns for the request. Field will default to 2.	Yes

3. Select (B) OK.

Submitting the Purchase Order Detail Report

Submit a New Request

Oracle Public Sector Payables

N → Reports → Run

Submit a New Request

The Purchase Order Detail Report lists all standard, or planned purchase orders. Purchasing displays the quantity you ordered and received so you can monitor the status of your purchase orders. You can also review the open purchase orders to determine how much you still have to receive and how much your supplier has already billed you.



SUBMIT A NEW REQUEST		
Field Name	Comments	Required?
Single Request	Allows you to enter an individual request.	Yes
Request Request	Allows you to submit a pre-defined set of requests.	No

1. Select (B) OK.

SUBMIT REQUEST		
Run This Request Area		
Field Name	Comments	Required?
Name	Name of the Request.	Yes
Parameters	Enter additional criteria for the Request.	Yes
Language	Defaults to American English.	Yes
At these Times Area		
At these Times	As Soon As Possible is the default.	Yes
Upon Completion Area		
Save All Output Files	Check this field if you want to save the output files to view online.	No
Notify	Enter the name of the user you would like to have the system notify when this process has completed.	No
Print To	Select the printer to have a hard copy of the system output printed.	No

2. After Parameters for the report have been entered, click (B) Submit Request.

Parameters

Title **PURCHASE ORDER DETAIL REPORT**

Buyer Name **USEY, FRA CARRIE**

Items From

To

Categories From

To

Vendors From

To

PO Numbers From

To

Status **Approved**

Dynamic Precision Option **2** -9,999,990.00

OK Cancel Clear Help

PARAMETERS		
Field Name	Comments	Required?
Title	Free form field - Enter a title for the report.	No
Buyer Name	Enter a Buyer name to limit the report to one buyer. Leave field blank for all Buyers.	No
Items From	Enter a range of item names to limit the report. Leave blank to list all purchase order items.	No
To	Enter a range of item names to limit the report. Leave blank to list all purchase order items.	No
Categories From	Enter a range of category names to limit the report. Leave blank to list all purchase order category items.	No
To	Enter a range of category names to limit the report. Leave blank to list all purchase order category items.	No
Vendor From	Enter a range of supplier names to limit the report. Leave blank to list all supplier purchase orders.	No
To	Enter a range of supplier names to limit the report. Leave blank to list all supplier purchase orders.	No
PO Numbers From	Enter a range of purchase order numbers to limit the report. Leave blank to list all purchase orders.	No
To	Enter a range of purchase order numbers to limit the report. Leave blank to list all purchase orders.	No
Status	Select the status of the purchase order to list on the report from LOV.	No
Dynamic Precision Option	The number of decimal places shown in the dollar amount fields.	Yes

3. Select (B) OK.

Summary

You should now be able to create and report a Standard Purchase Order.

Summary: Creating Standard Purchase Orders

You create standard purchase orders when you know the details of the goods or services you require and the estimated costs, quantities, delivery schedules, and accounting distributions.

Lab 1: Creating Standard Purchase Orders

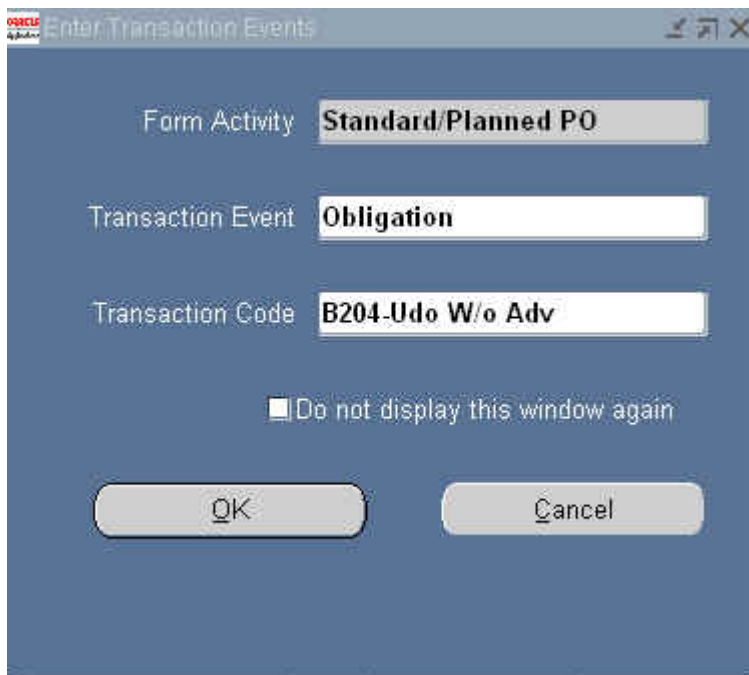
1. You have been tasked with writing up a purchase order for the purchase of computer services. This will be a standard two-way invoice match. Use the following values when entering the PO.
 - PO Number - FRA <Unique Identifier>
 - Supplier - Acme Incorporated
 - Supplier Site - Anytown
 - Buyer - Select a name from LOV
 - Type - Services and Supplies
 - Category - Services
 - Description - Computer SVCS
 - Quantity - 38297
 - Price - 1
 - Match Approval Level - 2-Way
 - Invoice Match Option - PO

Charge Account

- Fund - 2730700000
- Budget Year - <Current Year>
- Organization - 4042000000
- Object Class - 31460
- SGL Account - 61006600
- Future 1 - 0000000000
- Future 2 - 0000000000
- Future 3 - 0000000000
- Future 4 - 0000000000

Lab 1 Solutions: Creating Standard Purchase Orders

1. Open the Purchase Order window
N → Purchase Orders → Purchase Orders
2. Enter the following in the Transaction Events window:
 - Transaction Event – Obligation
 - Transaction Code – B204 Udo W/o Adv



The screenshot shows a dialog box titled "Enter Transaction Events" with a blue background. It contains three input fields: "Form Activity" with the value "Standard/Planned PO", "Transaction Event" with the value "Obligation", and "Transaction Code" with the value "B204-Udo W/o Adv". Below these fields is a checkbox labeled "Do not display this window again" which is currently unchecked. At the bottom are two buttons: "OK" and "Cancel".

3. Select (B) OK.

Lab 1 Solutions: Creating Standard Purchase Orders

The screenshot shows the 'Purchase Orders' form for 'FEDERAL RAILROAD ADMIN' in a 'New' state. The header section contains the following data:

Field	Value
PO, Rev	TRNG-TERM1032 0
Type	Standard Purchas
Created	19-FEB-2002
Supplier	ACME INC
Site	ANYTOWN
Contact	
Ship-To	FRA NATL ACCTG
Bill-To	FRA NATL ACCTG
Currency	USD
Buyer	ATLEE, CYNTHIA
Status	Incomplete
Total	38,297.50
Description	CREATING A STANDARD PURCHASE ORDER
Transaction Code	B204-Udo W/o Ad

Below the header is a tabbed interface with 'Items' selected. The 'Items' table contains one entry:

Num	Type	Item	Rev	Category	Description	UOM	Quant
1	SERVICES			SERVICES	COMPUTER SVCS	US D	38297

At the bottom of the form, there is an 'Item' field containing 'COMPUTER SVCS' and several buttons: 'Currency...', 'Terms', 'Shipments', and 'Approve...'.

4. Enter the following fields in the Purchase Order Header:

- Number as FRA <Unique Identifier>
- Supplier – Acme Incorporated
- Site – Any town
- Buyer – Select a name from the List of Values

5. In the Items Region, enter the following fields:

- Type – Choose from LOV - Services and Supplies
- Category – Services
- Description – Computer SVCS
- Quantity – 38297
- Price – 1

Lab 1 Solutions: Creating Standard Purchase Orders

- Need By – Current Date

6. Select (B) Shipments.

Shipments (FEDERAL RAILROAD ADMIN) - TRNG-TERM1032

Shipments More Status

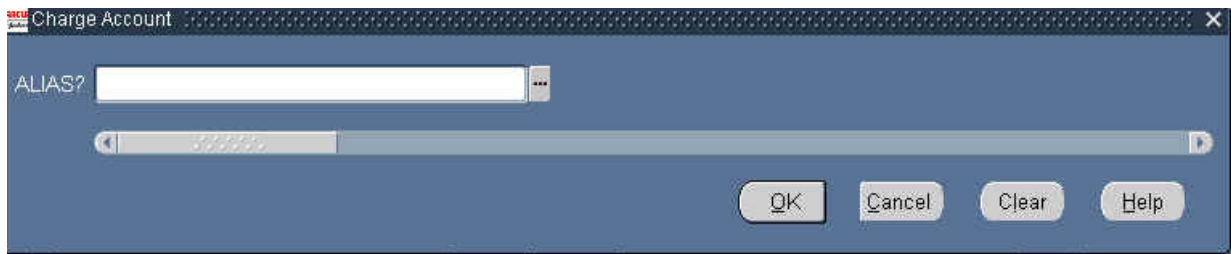
Num	Receipt Close Tolerance (%)	Invoice Close Tolerance (%)	Match Approval Level	Invoice Match Option	Accrue at Receipt	Fir
1	0	0	2-Way	PO	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Line Num 1 Item COMPUTER SVCS

Receiving Controls Distributions

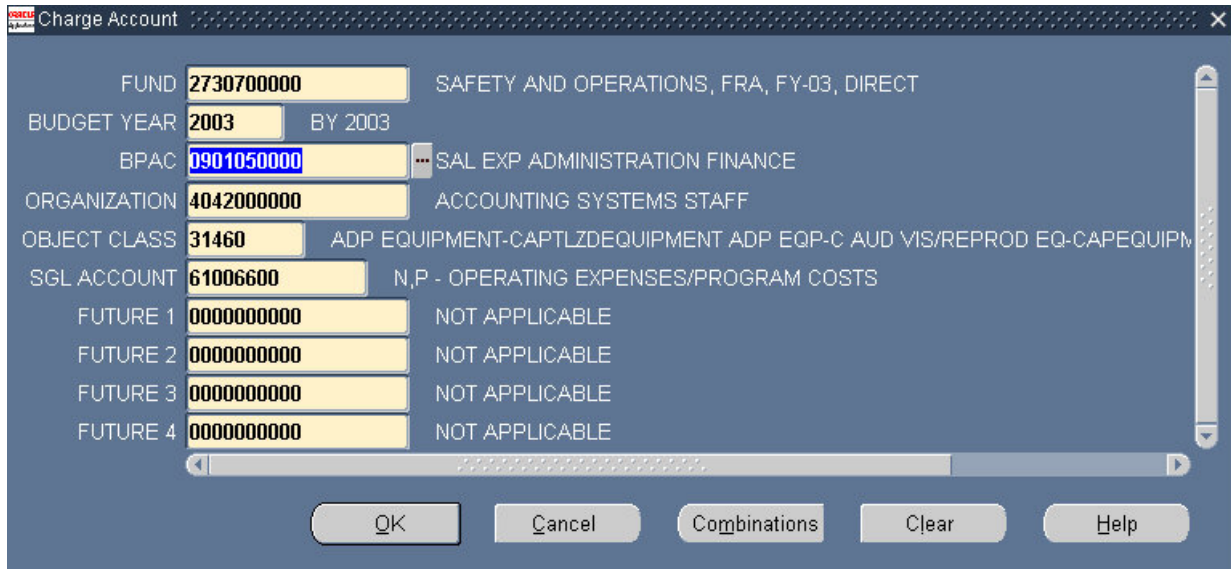
7. Select the More tab, notice that the Match Approval is set to 2-Way.
8. The Invoice Match option defaults to PO.
9. Select (B) Distributions from the Shipments screen.

Lab 1 Solutions: Creating Standard Purchase Orders



The screenshot shows a 'Charge Account' dialog box. At the top, there is a label 'ALIAS?' followed by a text input field. Below the input field is a horizontal scrollbar. At the bottom right, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

10. Go to the field Charge Account. Choose the History of Values. When the Alias _____ screen appears, select (B) OK.
11. Enter the Charge Account fields as shown below, in the Destination Tab:



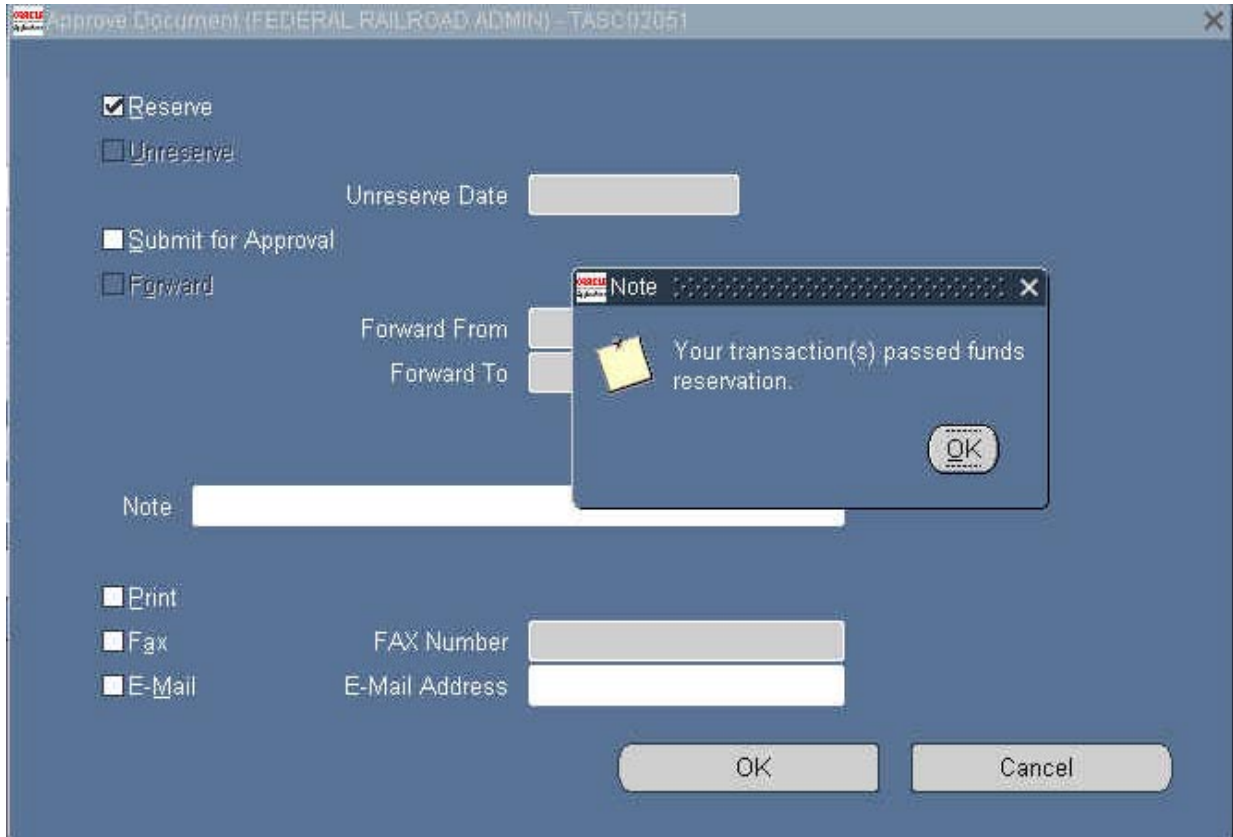
The screenshot shows the 'Charge Account' dialog box with the following fields and values:

FUND	2730700000	SAFETY AND OPERATIONS, FRA, FY-03, DIRECT
BUDGET YEAR	2003	BY 2003
BPAC	0901050000	SAL EXP ADMINISTRATION FINANCE
ORGANIZATION	4042000000	ACCOUNTING SYSTEMS STAFF
OBJECT CLASS	31460	ADP EQUIPMENT-CAPTLZDEQUIPMENT ADP EQP-C AUD VIS/REPROD EQ-CAPEQUIPM
SGL ACCOUNT	61006600	N,P - OPERATING EXPENSES/PROGRAM COSTS
FUTURE 1	0000000000	NOT APPLICABLE
FUTURE 2	0000000000	NOT APPLICABLE
FUTURE 3	0000000000	NOT APPLICABLE
FUTURE 4	0000000000	NOT APPLICABLE

At the bottom, there are five buttons: 'OK', 'Cancel', 'Combinations', 'Clear', and 'Help'.

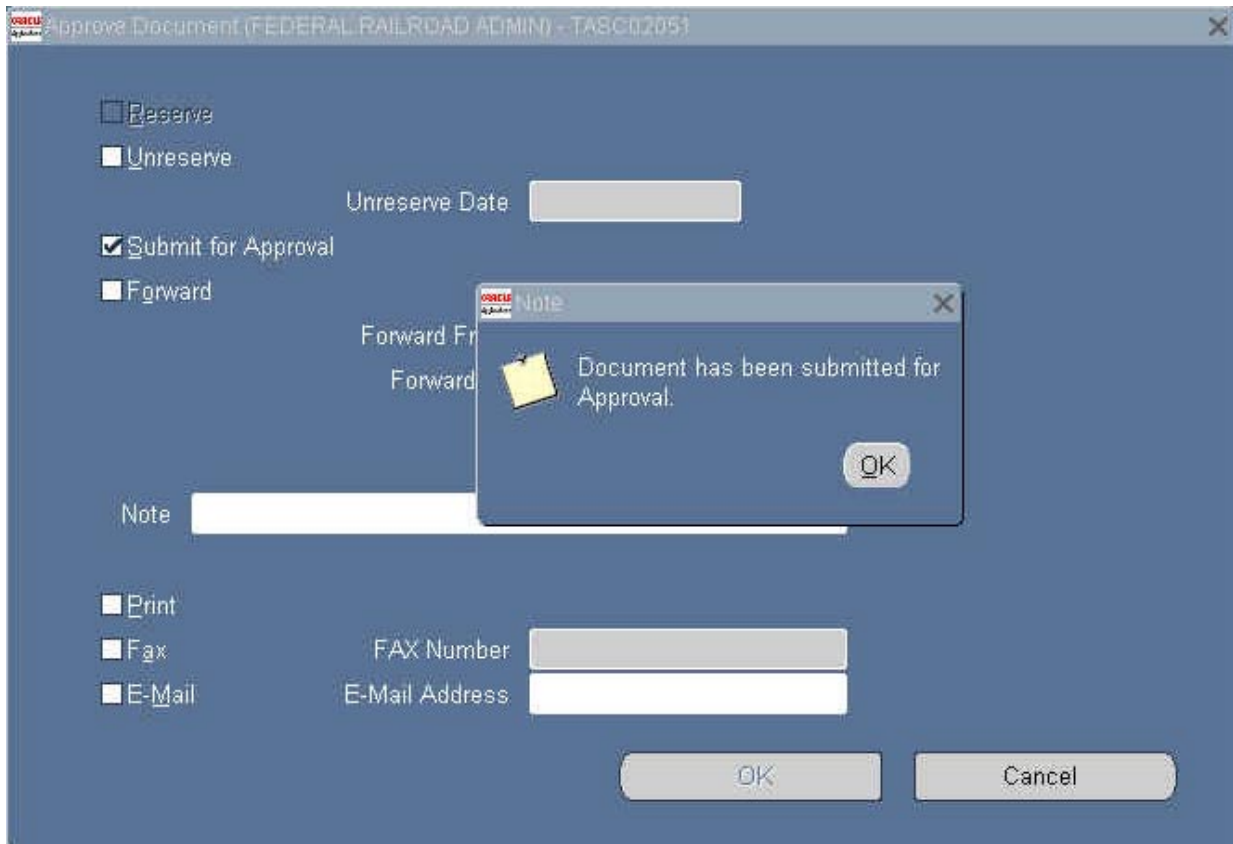
Lab 1 Solutions: Creating Standard Purchase Orders

12. Select (B) OK to return to the Distributions screen.
13. Save your work.
14. Return to the Purchase Order Header screen.
15. Select (B) Approve to approve the purchase order.



16. In the Approve Document window, deselect the Submit for Approval checkbox and select Reserve.
17. Select (B) OK.

Lab 1 Solutions: Creating Standard Purchase Orders



18. Select (B) Approve.
19. Ensure that the Submit for Approval checkbox is checked.
20. Select (B) OK.
21. Select (B) OK.
22. Exit back to the Navigator.

Matching Invoices to Purchase Orders and Receipts

Chapter 5

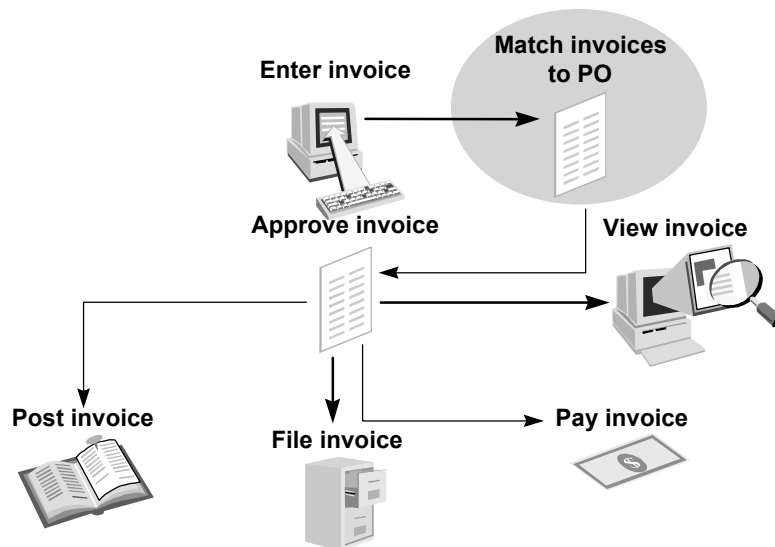
Matching Invoices to Purchase Orders and Receipts

Section Objectives

At the end of this section, you should be able to:

- Match an Invoice to a PO shipment or distribution
- Match an Invoice to a Receipt
- Review matching exceptions
- Adjust PO-matched invoices

Matching Invoices to PO

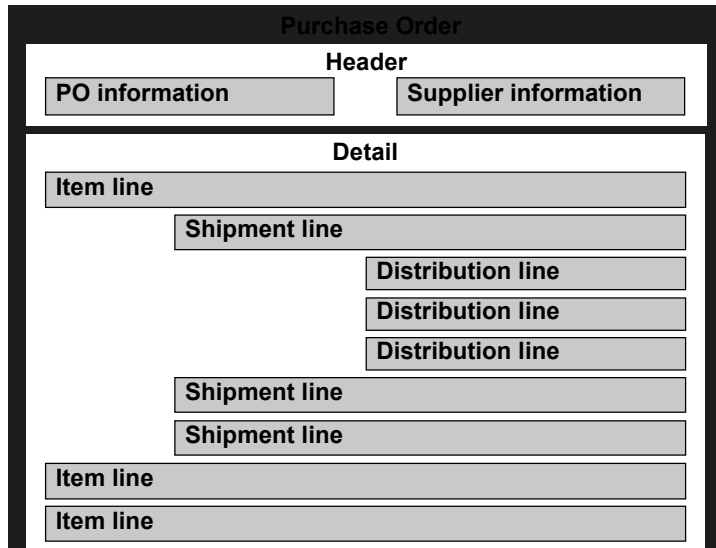


Overview

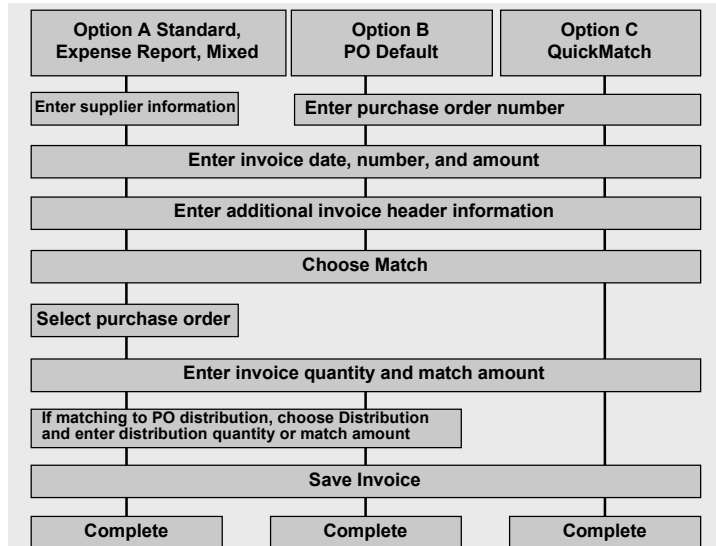
Oracle Payables shares purchase order information from your purchasing system to enable online matching with invoices. Match your billed (invoices) items to the original purchase orders or receipts to ensure that you pay only for the goods or services you ordered and/or received. If you are billed for an item over the amount and quantity tolerances you define in the Invoice Tolerance window, during approval, Oracle Payables applies a hold to the invoice, which prevents payment.

You can match a single invoice to multiple purchase order shipments, or you can match multiple invoices to a single purchase order shipment. Oracle Payables ensures that you match only to purchase orders and receipts for the supplier on the invoice and that the purchase order and invoice currencies match.

The Structure of a Purchase Order



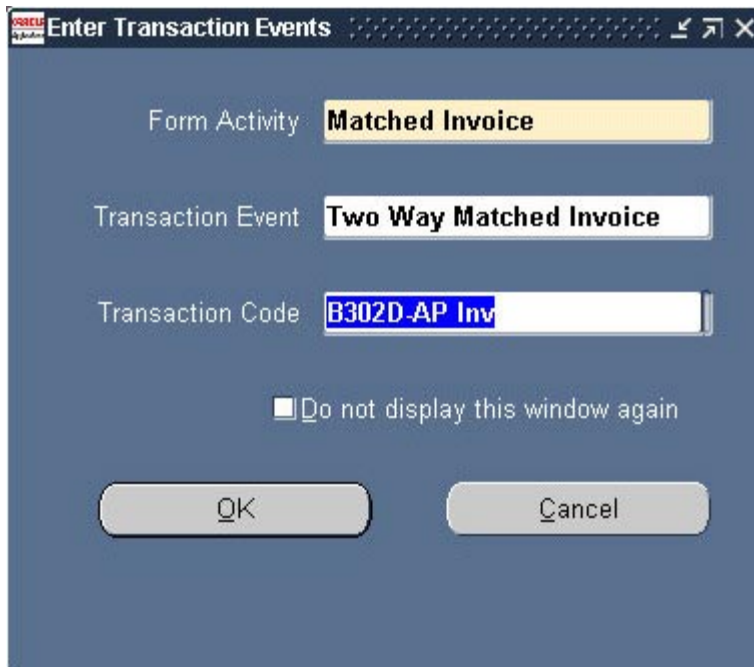
Payables Matching Options



Entering 2-Way Matched Invoices

Enter Transaction Events

Oracle Public Sector Payables
N → Invoices → Entry → Invoice Batches
Enter Transaction Events



Enter Transaction Events

Form Activity: Matched Invoice

Transaction Event: Two Way Matched Invoice

Transaction Code: B302D-AP Inv

☐ Do not display this window again

OK Cancel

ENTER TRANSACTION EVENTS		
Field Name	Comments	Required?
Form Activity	Enter Matched Invoice.	Yes
Transaction Event	Enter Two Way Matched Invoice.	Yes
Transaction Code	Accept default Transaction Code or change to the appropriate code using the LOV.	Yes

1. Select (B) OK. The Invoices screen will automatically appear.
2. If using MarkView, select (I) Get Next.
3. Enter Invoice Header information. Use the tab key or scroll bar to navigate through the Invoices screen.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	1120 VERM	FRA521148526	WASHIN	15-AUG-2002	bet 01	USD	850.01

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **850.01**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES		
Field Name	Comments	Required?
Type	Select PO Default, Standard, or QuickMatch from the LOV. The PO Default and Standard allows partial matching. The QuickMatch fully matches the invoice to the distribution of the matched shipments and automatically creates invoice distributions.	Yes
PO Number	Enter the PO Number to be matched using the PO Number sub-screen. This sub-screen will appear when the invoice type is PO Default or QuickMatch.	Yes
Supplier	Displays the Supplier name from the purchase order information when the invoice type is PO Default or QuickMatch. Enter the Supplier name when using a Standard invoice.	Yes
Supplier Number	Displays the Supplier Number from the supplier master file.	Display Only
Site	Displays the Supplier Number from the purchase order information when the invoice type is PO Default or QuickMatch. Enter the Supplier site when using a Standard invoice.	Yes
Invoice Date	Enter Invoice Date or use the tab key to default to the current date.	Yes
Invoice Number	Enter unique Invoice Number.	Yes
Invoice Currency	Displays the Invoice Currency default.	Display Only
Invoice Amount	Enter the Invoice Amount.	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Withheld Amount	Prepaid Amount	[]	GL Date	Payment Curr	Payment Rate Date	Payment
		NC	16-JUL-2002	USD	16-JUL-2002	

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **850.01**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continue using the scroll bar)		
Field Name	Comments	Required?
Withheld Amount	Payables displays the amount withheld from the invoice based on automatic withholding tax calculations.	No
Prepaid Amount	The sum of prepayment amounts that have been applied to an invoice.	No
Type of Travel Advance	Accept the default – “Not Travel Related” – unless this is a travel advance or a travel voucher.	Yes
GL Date	The GL Date is always the current date.	Yes
Payment Curr	Displays the Payment Currency. Defaults to USD.	Display Only
Payment Rate Date	The date the payment rate is effective. Defaults to current date.	Yes
Payment Rate Type	NOT USED BY DELPHI.	No

Oracle Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Payment Rate	Payment Amount	Freight Amount	Create Freight Distribution	Distribution Set	Description
	850.01		<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **850.01**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continue using the scroll bar)		
Field Name	Comments	Required?
Payment Rate	NOT USED BY DELPHI	No
Payment Amount	Invoice amount displayed in payment currency.	Display Only
Freight Amount	The freight amount you want Payables to exclude when Payables calculates the default discountable amount for an invoice, if you Exclude from Freight Discount option is enabled for the supplier site.	No
Create Freight Distribution	Check this check box to open the Freight window. Payables automatically creates a freight distribution from information you enter in the Freight window.	No
Distribution Set	Used to automatically create invoice distributions when invoice is not matched to a purchase order or when you do not want to enter the distributions manually.	Yes
Description	Enter relevant information for the invoice. Example PO# or IPAC#	Yes

Oracle Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Transaction Code	Project	Task	Expenditure Type	Expenditure Item Date	Expenditure Organization	Rate Type	Excha
B302D-AP Inv							

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **850.01**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Transaction Code	Displays the Transaction Code entered in the Transaction Event window.	Yes
Project	If Project information is required it may be added in the invoice header when all lines of distribution are recorded to the same project and accounting string. Otherwise, insert required project information on each line of distribution as needed.	No
Task	Enter Task if related to a project.	No
Expenditure Type	Enter Expenditure Type if related to a project.	No
Expenditure Item Date	Enter Expenditure Item Date if related to a project.	No
Expenditure Organization	Enter Expenditure Organization if related to a project.	No
Rate Type	DOT does not use this functionality at this time. Field is not available.	Display Only
Exchange Date	DOT does not use this functionality at this time. Field is not available.	Display Only
Exchange Rate Fields	DOT does not use this functionality at this time. Field is not available.	Display Only

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Functional Currency	Functional Curr Amount	Terms Date	Terms	Payment Method	Pa
USD		16-JUL-2002	PROMPT NET 30	Electronic	VE

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **850.01**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Functional Currency	Displays the Functional Currency.	Display Only
Functional Curr Amount	Enter the Functional Amount or leave blank.	No
Terms Date	Defaults from the Date Invoice Received. This date determines the scheduled payment date based on the Supplier terms.	Yes
Terms	Accept Terms default from the supplier master file or change using the LOV.	Yes
Payment Method	Accept Payment Method default from the supplier master file or change using the LOV.	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Pay Group	Pay Alone	Discountable Amount	Date Invoice Received	Date Goods Received	Prepayr
VENDOR	<input checked="" type="checkbox"/>	850.01	16-JUL-2002		
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Amount Paid: **USD**

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **850.01**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Pay Group	Displays the Pay Group from the supplier master file.	Display Only
Pay Alone	Checkbox enabled based on information from the supplier master file.	Display Only
Discountable Amount	Displays the Discountable amount.	Display Only
Date Invoice Received	Accept default or change to appropriate date.	Yes
Date Goods Received	Enter date goods are received.	No
Prepayment Type	Select Prepayment Type when the invoice type is Prepayment.	No
Settlement Date	The date after which you can apply a temporary prepayment. Applies only to the Prepayment invoice type.	No
Prepayment PO Number	Enter an open purchase order number when associating it with a prepayment. Applies only to the Prepayment invoice type.	No
Tax Calculation Level	DOT does not use this functionality.	No
Tax Code	DOT does not use this functionality.	No
Tax Amount	DOT does not use this functionality.	No
Withholding Tax Group	DOT does not use this functionality.	No
Document Category Name	DOT does not use this functionality.	No
Document Sequence Name	DOT does not use this functionality.	No
Voucher Number	DOT does not use this functionality.	No
Approved Amount	Displays the maximum amount authorized for payment against an invoice.	Display Only

Approval Status	Displays the type of authorization needed or current status of invoice authorization.	Display Only
Approval Description	Displays the status of authorization or how to obtain further authorization.	Display Only
Cancelled By	Displays the person who cancelled the invoice.	Display Only
Cancelled Date	Displays the date of cancellation.	Display Only
Cancelled Amount	Displays the original amount of the cancelled invoice.	Display Only
Liability Account	Accept default of zeros. This field will be populated at the distribution level.	Display Only
Liability Description	Accept default of "NOT APPLICABLE". This field will be populated at the distribution level.	Display Only
Batch Name	Displays the Batch Name if entered as an invoice batch.	Display Only
Display Only Region		
Amount Paid	Displays the amount that has been paid on the invoice. If the invoice has a payment currency, then it is also displayed.	Display Only
Holds	Displays the number of invoice holds. Payables does not include the Hold All Payments or scheduled payment holds in this field.	Display Only
Status	Displays the Status of the invoice.	Display Only
Approval	This Invoice Approval Workflow routes invoices to designated individuals for approval. (DOT is not using Approval Workflow functionality at this time.)	
Distribution Total	Displays the sum of the invoice distribution amounts.	Display Only
Accounted	Displays Yes or No to indicate if the journal entry information for the invoice has been successfully accounted.	Display Only
Desc	Displays the invoice Description.	Display Only

4. Select (I) Save.
5. If using MarkView, select (I) Save on the MarkView toolbar if any changes were made to the image.
6. Match to a Purchase Order or Receipt.

Entering 3-Way Matched Invoices

Enter Transaction Events

Use 3-Way Matching to match an Invoice to a Purchase Order with a Receiving Report. You make the decision to use 3-Way Matching when you enter the Purchase Order. For further information, refer to *Issuing Requisitions [PRO1180Z]*. If you have made the decision to use 3-Way Matching, you will encounter a hold if you try to invoice against a purchase order, where no Receiving Report has been entered. When you use 3-Way Matching, you will also need to use “None” as your transaction code, because the budgetary entries for the accrual were recorded when the Receiving Report was entered.

Oracle Public Sector Payables

N → Invoices → Entry → Invoice Batches

Enter Transaction Events



ENTER TRANSACTION EVENTS		
Field Name	Comments	Required?
Form Activity	Enter Matched Invoice.	Yes
Transaction Event	Three Way Match	Yes
Transaction Code	Transaction Code must be None for three Way Matched Invoices.	Yes

1. Select (B) OK. The Invoices screen will automatically appear.
2. If using MarkView, select (I) Get Next.
3. Enter Invoice Header information. Use the tab key or scroll bar to navigate through the Invoices screen.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	1120 VERM	FRA521148526	WASHIN	17-AUG-2002	BET 3 Way	USD	1,056.3

Amount Paid: **USD**

Holds:
Status: **Never Validated**
Approval: **Not Required**

Distribution Total: **0.00**
Accounted: **No**
Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES		
Field Name	Comments	Required?
Type	Select PO Default, Standard, or QuickMatch from the LOV. The PO Default and Standard allow partial matching. The QuickMatch option fully matches the invoice to the distribution of the matched shipments and automatically creates invoice distributions.	Yes
PO Number	Enter the PO Number to be matched using the PO Number sub-screen. This sub-screen will appear when the invoice type is PO Default or QuickMatch.	Yes
Supplier	Displays the Supplier name from the purchase order information when the invoice type is PO Default or QuickMatch. Enter the Supplier name when using a Standard invoice.	Yes
Supplier Number	Displays the Supplier Number from the supplier master file.	Display Only
Site	Displays the Supplier Number from the purchase order information when the invoice type is PO Default or QuickMatch. Enter the Supplier site when using a Standard invoice.	Yes

Invoice Number	Enter unique Invoice Number.	Yes
Invoice Currency	Displays the Invoice Currency default.	Display Only
Invoice Amount	Enter the Invoice Amount.	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Withheld Amount	Prepaid Amount	[]	GL Date	Payment Curr	Payment Rate Date	Payment
		NC	17-AUG-2002	USD	17-AUG-2002	

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Withheld Amount	Payables displays the amount withheld from the invoice based on automatic withholding tax calculations.	No
Prepaid Amount	The sum of prepayment amounts that have been applied to an invoice.	No
Type of Travel Advance	Accept the default – “Not Travel Related” – unless this is a travel advance or a travel voucher.	Yes
GL Date	The GL Date is always the current date.	Yes
Payment Curr	Displays the Payment Currency. Defaults to USD.	Display Only
Payment Rate Date	The date the payment rate is effective. Defaults to current date.	Yes
Payment Rate Type	NOT USED BY DELPHI.	No

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Payment Rate	Payment Amount	Freight Amount	Create Freight Distribution	Distribution Set	Description
	1,056.32		<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Amount Paid
USD

Holds

Status **Never Validated**

Approval **Not Required**

Distribution Total **0.00**

Accounted **No**

Desc

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Payment Rate	NOT USED BY DELPHI	No
Payment Amount	Invoice amount displayed in payment currency.	Display Only
Freight Amount	The freight amount you want Payables to exclude when Payables calculates the default discountable amount for an invoice, if you Exclude from Freight Discount option is enabled for the supplier site.	No
Create Freight Distribution	Check this check box to open the Freight window. Payables automatically creates a freight distribution from information you enter in the Freight window.	No
Distribution Set	Used to automatically create invoice distributions when invoice is not matched to a purchase order or when you do not want to enter the distributions manually.	Yes
Description	Enter relevant information for the invoice. Example PO# or IPAC#	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Transaction Code	Project	Task	Expenditure Type	Expenditure Item Date	Ex
None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Amount Paid **USD** **0.00**

Holds

Status **Never Validated**

Approval **Not Required**

Distribution Total **0.00**

Accounted **No**

Desc

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Transaction Code	Displays the Transaction Code.	Display Only
Project	If Project information is required it may be added in the invoice header when all lines of distribution are recorded to the same project and accounting string. Otherwise, insert required project information on each line of distribution as needed.	No
Task	Enter Task if related to a project.	No
Expenditure Type	Enter Expenditure Type if related to a project.	No
Expenditure Item Date	Enter Expenditure Item Date if related to a project.	No

INVOICES (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Expenditure Organization	Rate Type	Exchange Date	Exchange Rate	Functional Currency
<input type="text"/>				USD
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Amount Paid USD 0.00

Holds

Status **Never Validated**

Approval **Not Required**

Distribution Total 0.00

Accounted **No**

Desc

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Expenditure Organization	Enter Expenditure Organization if related to a project.	No
Rate Type	DOT does not use this functionality at this time. Field is not available.	Display Only
Exchange Date	DOT does not use this functionality at this time. Field is not available.	Display Only
Exchange Rate Fields	DOT does not use this functionality at this time. Field is not available.	Display Only
Functional Currency	Displays the Functional Currency.	Display Only

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Functional Curr Amount	Terms Date	Terms	Payment Method	Pay Group	Pay Alone
	17-AUG-2002	PROMPT	Electronic	VENDOR	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Amount Paid: USD Holds: Status: **Never Validated** Approval: **Not Required** Distribution Total: **0.00** Accounted: **No** Desc:

Actions... 1 Hlds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Functional Curr Amount	Enter the Functional Amount or leave blank.	No
Terms Date	Enter the current date.	Yes
Terms	Accept Terms default from the supplier or change using the LOV.	Yes
Payment Method	Accept Payment Method default from the supplier or change using the LOV.	Yes
Pay Group	Displays the Pay Group from the supplier master file.	Display Only
Pay Alone	Checkbox enabled based on information from the supplier master file.	Display Only

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Discountable Amount	Date Invoice Received	Date Goods Received	Prepayment Type	Settlement Date	Pre
10.00					

Amount Paid USD 0.00

Holds

Status **Never Approved**

Desc

Distribution Total 0.00

Accounted No

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Discountable Amount	Displays the Discountable amount.	Display Only
Date Invoice Received	Accept default or change to appropriate date.	Yes
Date Goods Received	Enter date goods are received.	No
Prepayment Type	Select Prepayment Type when the invoice type is Prepayment.	No

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Settlement Date	Prepayment PO Number	Tax Calculation	Tax Code	Tax Amount	Withholding Tax
<input type="text"/>	<input type="text"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Settlement Date	The date after which you can apply a temporary prepayment. Applies only to the Prepayment invoice type.	No
Prepayment PO Number	Enter an open purchase order number when associating it with a prepayment. Applies only to the Prepayment invoice type.	No
Tax Calculation Level	DOT does not use this functionality.	No
Tax Code	DOT does not use this functionality.	No
Tax Amount	DOT does not use this functionality.	No
Withholding Tax Group	DOT does not use this functionality.	No
Document Category Name	DOT does not use this functionality.	No
Document Sequence Name	DOT does not use this functionality.	No
Voucher Number	DOT does not use this functionality.	No
Approved Account	Displays the maximum amount authorized for payment against an invoice.	Display Only
Approval Description	Displays the status of authorization or how to obtain further information.	Display Only
Cancelled By	Displays the person who cancelled the invoice.	Display Only
Cancelled Date	Displays the date of cancellation.	Display Only
Cancelled Amount	Displays the original amount of the cancelled invoice.	Display Only

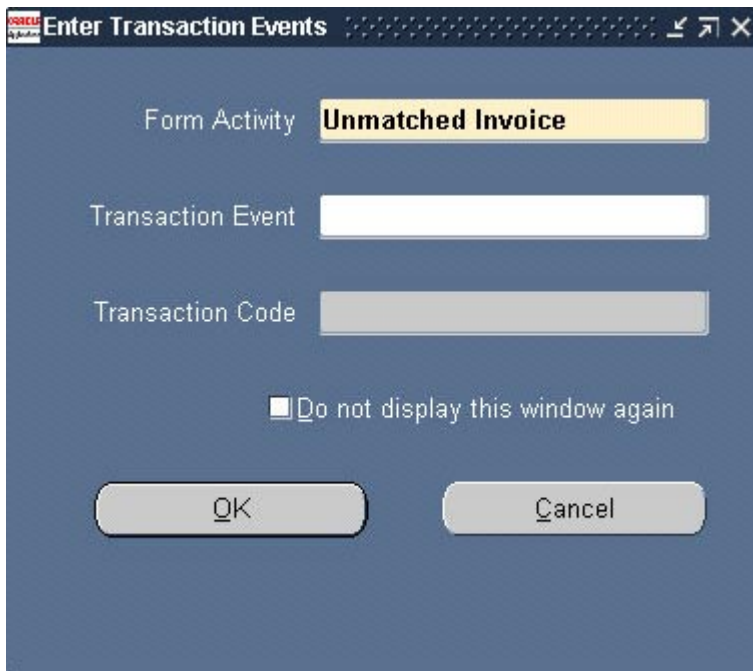
Liability Account	Accept default of zeros. This field will be populated at the distribution level.	Display Only
Liability Description	Accept default of "NOT APPLICABLE". This field will be populated at the distribution level.	Display Only
Batch Name	Displays the Batch Name if entered as an invoice batch.	Display Only
Display Only Region		
Amount Paid	Displays the amount that has been paid on the invoice. If the invoice has a payment currency, then it is also displayed.	Display Only
Holds	Displays the number of invoice holds. Payables does not include the Hold All Payments or scheduled payment holds in this field.	Display Only
Status	Displays the Status of the invoice.	Display Only
Approval	Displays the Invoice Approval Workflow that routes invoices to designated individuals for approval.	Display Only
Distribution Total	Displays the sum of the invoice distribution amounts.	Display Only
Accounted	Displays Yes or No to indicate if the journal entry information for the invoice has been successfully accounted.	Display Only
Desc	Displays the invoice Description.	Display Only

4. Select (I) Save.
5. If using MarkView, select (I) Save on the MarkView toolbar if any changes were made to the image.
6. Match to a Purchase Order or Receipt.

Matching Invoices to Purchase Orders

Invoices

Oracle Public Sector Payables
N→Invoice→Entry→Invoices
Invoices



Enter Transaction Events

Form Activity **Unmatched Invoice**

Transaction Event

Transaction Code

☐ Do not display this window again

OK Cancel

1. Select (B) Cancel on the Enter Transaction Event screen to exit. A Caution window will appear. Select (B) OK to bypass.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard...						USD	

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total:

Accounted: **No**

Desc:

Actions... 1 Holds Payments **Match** **Purchase Order**

Scheduled Payments Overview Distributions

- Find the invoice you want to match to a purchase order.
- Select the type of document you want to match to from the poplist next to the Match button. Accept the default Purchase Order.
- Select (B) Match. The Find Purchase Orders for Matching screen will automatically appear.

Find Purchase Orders for Matching (FEDERAL RAILROAD ADMIN)

Matching

Type ☐ Price Correction Invoice Num

Supplier

Name Number
 Site Tax Registration

Purchase Order

Num Release Line Shipment

Ship To Deliver To Project
 Item Category Item Desc

FIND PURCHASE ORDERS FOR MATCHING		
Matching Area		
Field Name	Comments	Required?
Type	Defaults to Item.	Display Only
Price Correction	Enable checkbox to record a price increase or decrease. Use a price correction to record and update the invoiced unit price of previously matched purchase order shipments or distributions without adjusting the quantity billed in order to track price variances.	No
Invoice Num	Enter Invoice number if you are making a price correction.	No
Supplier Area		
Name	Supplier Name	Display Only
Number	Supplier Number	Display Only
Site	Supplier Site	Display Only
Tax Registration	Supplier Tax Registration	Display Only
Purchase Order Area		
Num	Enter the PO Number to be matched to the invoice if the invoice type is Standard. If PO Default or QuickMatch was selected as the invoice type the PO Number will default.	No
Release	Enter the Release associated with a blanket purchase order.	No
Line	Enter the line item on the purchase order.	No
Shipment	Enter the purchase order shipment line number. You can match an invoice to one or more purchase order shipment lines.	No
Ship To	Enter the shipment location of the item from the purchase order shipment line.	No

Deliver To	Enter the deliver to person of the item form the purchase order distribution line.	No
Project	Enter the project of the item from the purchase order distribution line.	No
Item	DOT does not use this functionality at this time.	No
Category	Enter purchase order category from the line item on the purchase order.	No
Item Desc	Enter the purchase order item description.	No

5. Select (B) Find after entering selection criteria. The Match to Purchase Orders screen will automatically appear.

MATCH TO PURCHASE ORDERS		
Field Name	Comments	Required?
Invoice Amount	Displays the amount of the invoice you are matching to the purchase order.	Display Only
Distribution Amount	Displays the sum of the distributions for the invoice you are matching to the purchase order.	Display Only
Match Checkbox	Enable checkbox to select a shipment and to enter matching data for it. Note that when you check this box the information in the Shipment Qty display only region shows the shipment information for the selected shipment line.	Yes
Qty Invoiced	Number of units invoiced. This value defaults from the purchase order shipment quantity.	Yes


Unit Price	Price per unit. This value defaults from the purchase order shipment price. You can update this value at the shipment level only. You cannot adjust the unit price if you are matching to an amount-based purchase order shipment with a unit price of 1.	Yes
Match Amount	Total currency amount you want to match. Payables calculates this value by multiplying the Qty Invoiced and Unit Price	Yes
Allocate	Check the Allocate checkbox for the shipments for which you want to prorate tax, freight and miscellaneous.	No
PO Number	Displays the PO number of the shipment.	Display Only
Release	Displays the Release associated with a blanket purchase order.	Display Only
Line	Displays the purchase order line item number.	Display Only
Shipment	Displays the purchase order shipment line number.	Display Only
Closed Code	Displays the closed status of the purchase order shipment line.	Display Only
Closed Reason	Displays the closed reason of the purchase order shipment line.	Display Only
Accounting Date	Displays the accounting date. Defaults to current date.	Display Only
Ship To Location	Displays the Ship To Location on the purchase order shipment line.	Display Only
Buyer	Displays the buyer on the purchase order.	Display Only
Deliver To	Displays the deliver To person on the purchase order distribution line.	Display Only
Item Num	Displays the item number on the purchase order.	Display Only
Item Description	Displays the item description on the purchase order.	Display Only
Item Category	Displays the item category on the purchase order.	Display Only
Project	Displays the project on the purchase order distribution line.	Display Only
Last Receipt	Displays the last date someone entered receiving information for a purchase order shipment in Purchasing.	Display Only
Final Match	Enable the final match checkbox only if you are certain this is a final match against the related purchase order and you want validation of the invoice to finally close it permanently. NOTE: This action is not recommended. If this checkbox is enabled, the purchase order or the invoice that the purchase order is matched to will no longer be available for modification or cancellation. The recommendation is to Close the purchase order in Purchasing rather than enabling this Final Match checkbox.	No
Display Only Region		
Shipment Quantity Area		
UOM	Displays the Unit of Measure that you entered with the purchase order shipment line.	Display Only
Ordered	Displays the quantity ordered.	Display Only
Billed	Displays the total invoice quantity that you have previously matched to the selected purchase order shipment line.	Display Only

Received	Displays the quantity received for a purchase order shipment line. Displays N/A if receipt is not required.	Display Only
Accepted	Displays the quantity accepted for a purchase order shipment line. Displays N/A if acceptance is not required.	Display Only
Distributions	The number of distributions for the current purchase order shipment. This is helpful in determining if you need to match to specific distributions instead of prorating the match quantity across multiple distributions.	Display Only
Purchase Order Area		
Payment Terms	The payment terms associated with the purchase order shipment.	Display Only
Freight Terms	The freight terms associated with the purchase order shipment.	Display Only
Taxable	Displays taxable status associated with the purchase order shipment.	Display Only
Tax Code	Tax code associated with the purchase order shipment.	Display Only
Allocated Area		
Tax	If you have used the Allocate checkbox and window, Payables displays the amounts you have prorated for Tax.	Display Only
Freight	If you have used the Allocate checkbox and window, Payables displays the amounts you have prorated for Freight.	Display Only
Misc	If you have used the Allocate checkbox and window, Payables displays the amounts you have prorated for Misc.	Display Only

6. Select (M) Match to save the invoice match to the purchase order shipment line or continue to match to the purchase order shipment distribution lines by selecting (B) Distribute.

Match to Purchase Order Distributions (FEDERAL RAILROAD ADMIN)

Control Quantity: Control Amount:
 Actual Quantity: Actual Amount:

 Match

Match	Num	Quantity Invoiced	Unit Price	Match Amount	Match Account	Variance Account	De
<input checked="" type="checkbox"/>	1	-23	1	<23.00>	2710700000.2001.09010	2710700000.2001.09010	
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Distribution Qty

UOM:
 Ordered:
 Billed:
 Delivered:

Account Description

Match:
 Variance:

MATCH TO PURCHASE ORDERS DISTRIBUTIONS		
Field Name	Comments	Required?
Control Qty	Displays the control quantity in the purchase order distributions.	Display Only
Actual Qty	Displays the actual quantity matched.	Display Only
Control Amount	Displays the control amount in the purchase order distributions.	Display Only
Actual Amount	Displays the actual amount matched.	Display Only
Match Checkbox	Enable checkbox to select a distribution and to enter matching data for it. Note that when you check this box the information in the Distribution Qty display only region shows the distribution information for the selected distribution line.	Yes
Num	Displays the line number for the distribution.	Display Only
Qty Invoiced	Enter the quantity invoiced. If this field is left blank Matched Amount must be entered.	Yes
Unit Price	Displays the default from the match made in the Match to Purchase Orders screen.	Yes
Match Amount	Enter the matched amount. If this field is left blank quantity invoiced must be entered.	Yes
Match Account	Displays the Match Account for the distribution selected.	Display Only
Variance Account	Displays the Variance Account for the distribution selected.	Display Only
Deliver To	Displays the deliver To person on the purchase order distribution line.	Display Only

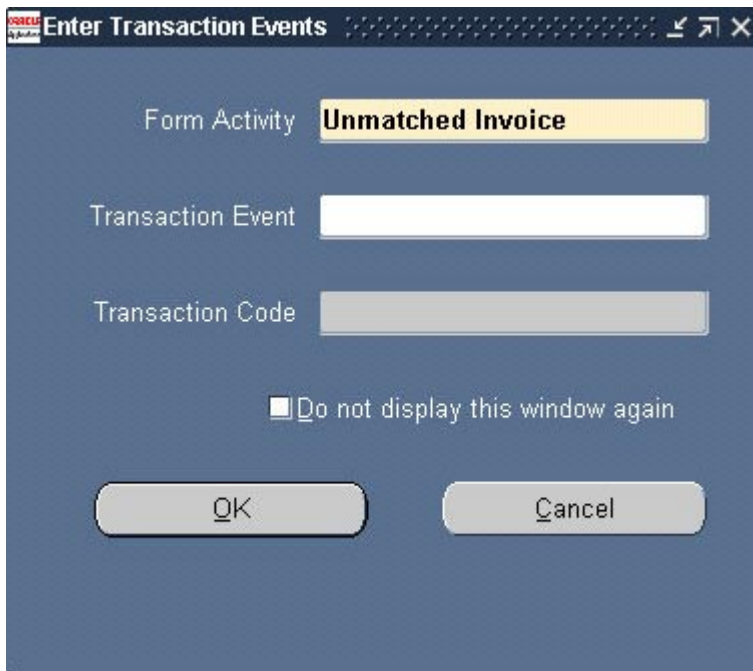
Project	Displays the project on the purchase order distribution line.	Display Only
Task	Displays the task on the purchase order distribution line.	Display Only
Expenditure Type	Displays the expenditure type on the purchase order distribution line.	Display Only
Expenditure Item Date	Displays the expenditure item date on the purchase order distribution line.	Display Only
Display Only Region		
Distribution Qty Area		
UOM	Displays the Unit of Measure that you entered with the purchase order shipment line.	Display Only
Ordered	Displays the quantity ordered.	Display Only
Billed	Displays the total invoice quantity that you have previously matched to the selected purchase order shipment line.	Display Only
Delivered	Displays the quantity received for a purchase order shipment line. Displays N/A if receipt is not required.	Display Only
Account Description Area		
Match	Displays the Match Account for the distribution selected.	Display Only
Variance	Displays the Variance Account for the distribution selected.	Display Only

7. Select (B) Match to save the distribution match.
8. If a prepayment is going to be applied to this invoice, enter additional invoice distributions to reverse the budgetary accounts.

Matching Invoices to Receipts

Invoices

Oracle Public Sector Payables
N→Invoices→Entry→Invoices
Invoices



1. Select (B) Cancel on the Enter Transaction Events screen to exit. A Caution window will appear. Select (B) OK to bypass.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard						USD	

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total:

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match **Purchase Order**

Scheduled Payments Overview Distributions

- Find the invoice you want to match to a purchase order.
- Select Receipt as the type of document you want to match to from the poplist next to the Match button.
- Select (B) Match. The Find Receipts for Matching screen will automatically appear.

Find Receipts for Matching (FEDERAL RAILROAD ADMIN)

Matching

Type ☐ Price Correction Invoice Num

Supplier

Name Number
 Site Tax Registration

Purchase Order

Num Release Line Shipment

Receipt Num Ship To Deliver To
 Packing Slip Bill of Lading Waybill/Airbill
 Item Category Item Desc
 Supplier Item Container Project
 Receipt Date -
 Shipped Date -

FIND RECEIPTS FOR MATCHING		
Matching Area		
Field Name	Comments	Required?
Type	Defaults to Item.	Display Only
Price Correction	Enable checkbox to record a price increase or decrease. Use a price correction to record and update the invoiced unit price of previously matched purchase order shipments or distributions without adjusting the quantity billed in order to track price variances.	No
Invoice Num	Enter Invoice number if you are making a price correction.	No
Supplier Area		
Name	Supplier Name	Display Only
Number	Supplier Number	Display Only
Site	Supplier Site	Display Only
Tax Registration	Supplier Tax Registration	Display Only
Purchase Order Area		
Num	Enter the PO Number to be matched to the invoice if the invoice type is Standard. If PO Default or QuickMatch was selected as the invoice type the PO Number will default.	No
Release	Enter the Release associated with a blanket purchase order.	No
Line	Enter the line item on the purchase order.	No
Shipment	Enter the purchase order shipment line number. You can match an invoice to one or more purchase order shipment lines.	No

Receipt Num	Enter the receipt number.	No
Packing Slip	Enter the packing slip number from the receipt.	No
Item	DOT does not use this functionality at this time.	No
Supplier Item	DOT does not use this functionality at this time.	No
Receipt Date	Enter the date of the receipt.	No
Shipped Date	Enter the shipped date from the receipt.	No
Ship To	Enter the shipment location of the item from the receipt.	No
Bill of Lading	Enter the bill of lading from the receipt.	No
Category	Enter purchase order category from the line item on the purchase order.	No
Container	Enter the container on the receipt.	No
Deliver To	Enter the deliver to person of the item from the receipt.	No
Waybill/Airbill	Enter the Waybill/Airbill from the receipt.	No
Item Desc	Enter the purchase order item description.	No
Project	Enter the project of the item from the purchase order distribution line.	No

5. Select (B) Find after entering selection criteria. The Match to Receipts screen will automatically appear.

Match to Receipts (FEDERAL RAILROAD ADMIN)

Invoice Amount **100.00** Distribution Total **100.00**

Match	UOM	Qty Invoiced	Unit Price	Match Amount	Allocate	Receipt Num	Receipt Line Num
<input checked="" type="checkbox"/>	EACH	100	1	100.00	<input type="checkbox"/>	236	1
<input type="checkbox"/>					<input type="checkbox"/>		
<input type="checkbox"/>					<input type="checkbox"/>		
<input type="checkbox"/>					<input type="checkbox"/>		

Purchase Order

UOM: EACH

Qty Ordered: 220

Unit Price: 1

Payment Terms: PROMPT NET

Freight Terms: DUE

Taxable: No

Tax Code:

Distributions: 3

Receipt Quantity

UOM: EACH

Billed: 0

Received: 220

Returned: 0

Net Received: 220

Accepted: 0

Allocated

Tax:

Freight:

Misc:

Match Distribute... View Receipt

MATCH TO RECEIPTS		
Field Name	Comments	Required?
Invoice Amount	Displays the amount of the invoice you are matching to the purchase order.	Display Only

Distribution Amount	Displays the sum of the distributions for the invoice you are matching to the purchase order.	Display Only
Match Checkbox	Enable checkbox to select a shipment and to enter matching data for it. Note that when you check this box the information in the Shipment Qty display only region shows the shipment information for the selected shipment line.	Yes
UOM	Displays the Unit of Measure.	Display Only
Qty Invoiced	Number of units invoiced. This value defaults from the unbilled quantity for this receipt.	Yes
Unit Price	Price per unit. This value defaults from the purchase order shipment price. You can update this value at the shipment level only. You cannot adjust the unit price if you are matching to an amount-based purchase order shipment with a unit price of 1.	Yes
Match Amount	Total currency amount you want to match. Payables calculates this value by multiplying the Qty Invoiced and Unit Price	Yes
Allocate	Check the Allocate checkbox for the shipments for which you want to prorate tax, freight and miscellaneous.	No
Receipt Number	Displays the receipt number.	Display Only
Receipt Line Num	Displays the receipt line number.	Display Only
Transaction Date	Displays the receipt date.	Display Only
Release Num	Displays the Release associated with a blanket purchase order.	Display Only
PO Line	Displays the purchase order line item number.	Display Only
Shipment Num	Displays the purchase order shipment line number.	Display Only
Closed Code	Displays the closed status of the purchase order shipment line.	Display Only
Closed Reason	Displays the closed reason of the purchase order shipment line.	Display Only
Inventory Org	Displays inventory organization from the receipt.	Display Only
Accounting Date	Displays the accounting date. Defaults to current date.	Display Only
Item Num	Displays the item number on the purchase order.	Display Only
Item Description	Displays the item description on the purchase order.	Display Only
Item Category	Displays the item category on the purchase order.	Display Only
Supplier Item	DOT does not use this functionality at this time.	Display Only
Ship To Location	Displays the Ship To Location on the purchase order shipment line.	Display Only
Buyer	Displays the buyer on the purchase order.	Display Only
Deliver To	Displays the deliver To person on the purchase order distribution line.	Display Only
Bill of Lading	Displays the bill of lading from the receipt.	Display Only
Packing Slip	Displays the packing slip from the receipt.	Display Only
Container	Displays the Container from the receipt.	Display Only
Waybill Airbill Num	Displays the Waybill Airbill number from the receipt.	Display Only
Project	Displays the project on the purchase order distribution line.	Display Only
Shipped Date	Displays the shipped date from the receipt.	Display Only
Freight Carrier	Displays the freight carrier from the receipt.	Display Only
Display Only Area		
Purchase Order Area		
UOM	Displays the Unit of Measure that you entered with the purchase order shipment line.	Display Only

Qty Ordered	Displays the quantity ordered.	Display Only
Unit Price	Displays the unit price for a purchase order shipment line.	Display Only
Payment Terms	The payment terms associated with the purchase order shipment.	Display Only
Freight Terms	The freight terms associated with the purchase order shipment.	Display Only
Taxable	Displays taxable status associated with the purchase order shipment.	Display Only
Tax Code	Tax code associated with the purchase order shipment.	Display Only
Distributions	The number of distributions for the current purchase order shipment. This is helpful in determining if you need to match to specific distributions instead of prorating the match quantity across multiple distributions.	Display Only
Receipt Quantity Area		
UOM	Displays the Unit of Measure that you entered with the receipt.	Display Only
Billed	Displays the total invoice quantity that you have previously matched to the selected purchase order shipment line.	Display Only
Received	Displays the quantity received for a purchase order shipment line. Displays N/A if receipt is not required.	Display Only
Returned	Displays the quantity returned for a purchase order shipment line.	Display Only
Net Received	Displays the difference between quantity received and returned.	Display Only
Accepted	Displays the quantity accepted for a purchase order shipment line. Displays N/A if acceptance is not required.	Display Only
Allocated Area		
Tax	If you have used the Allocate checkbox and window, Payables displays the amounts you have prorated for Tax.	Display Only
Freight	If you have used the Allocate checkbox and window, Payables displays the amounts you have prorated for Freight.	Display Only
Misc	If you have used the Allocate checkbox and window, Payables displays the amounts you have prorated for Misc.	Display Only

6. Select (B) Match to save the invoice match to the receipt or continue to match to receipt distribution lines by selecting (B) Distribute.

Match to Receipt Distribution (FEDERAL RAILROAD ADMIN)

Control Quantity Control Amount
 Actual Quantity Actual Amount

Match	Num	UOM	Quantity Invoiced	Unit Price	Match Amount	Match Account	Variance Account
<input checked="" type="checkbox"/>	1	EACH	50	1	50.00	2710152000.2000.5201	2710152000.2000.5201
<input checked="" type="checkbox"/>	2	EACH	25	1	25.00	2710700000.2001.0902	2710700000.2001.0902
<input checked="" type="checkbox"/>	3	EACH	25	1	25.00	2710700000.2001.0901	2710700000.2001.0901
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Distribution Qty
 Ordered EACH
 Billed EACH
 Delivered EACH

Account Description
 Match SAFETY AND OPERATIONS, FR.BY 2001.SAL EXP ADMIN
 Variance SAFETY AND OPERATIONS, FR.BY 2001.SAL EXP ADMIN

MATCH TO RECEIPT DISTRIBUTION		
Field Name	Comments	Required?
Control Qty	Displays the control quantity in the purchase order distributions.	Display Only
Actual Qty	Displays the actual quantity matched.	Display Only
Control Amount	Displays the control amount in the purchase order distributions.	Display Only
Actual Amount	Displays the actual amount matched.	Display Only
Match Checkbox	Enable checkbox to select a distribution and to enter matching data for it. Note that when you check this box the information in the Distribution Qty display only region shows the distribution information for the selected distribution line.	Yes
Num	Displays the line number for the distribution.	Display Only
UOM	Displays the Unit of Measure that you entered with the purchase order shipment line.	Display Only
Qty Invoiced	Enter the quantity invoiced. If this field is left blank Matched Amount must be entered.	Yes
Unit Price	Displays the default from the match made in the Match to Purchase Orders screen.	Yes
Match Amount	Enter the matched amount. If this field is left blank quantity invoiced must be entered.	Yes
Match Account	Displays the Match Account for the distribution selected.	Display Only
Variance Account	Displays the Variance Account for the distribution selected.	Display Only
Deliver To	Displays the deliver To person on the purchase order distribution line.	Display Only
Project	Displays the project on the purchase order distribution line.	Display Only

Task	Displays the task on the purchase order distribution line.	Display Only
Expenditure Type	Displays the expenditure type on the purchase order distribution line.	Display Only
Expenditure Item Date	Displays the expenditure item date on the purchase order distribution line.	Display Only
Display Only Area		
Distribution Qty Area		
Ordered	Displays the quantity ordered.	Display Only
Billed	Displays the total invoice quantity that you have previously matched to the selected purchase order shipment line.	Display Only
Delivered	Displays the quantity received for a purchase order shipment line. Displays N/A if receipt is not required.	Display Only
Account Description Area		
Match	Displays the Match Account for the distribution selected.	Display Only
Variance	Displays the Variance Account for the distribution selected.	Display Only

7. Select (B) Match to save the distribution match.
8. If a prepayment is going to be applied to this invoice, enter additional invoice distributions to reverse the budgetary accounts.

Lab 1: Matching Invoices to a Basic Purchase Order: Two - Way Matching

Instructions

DOT - Transp Admin Service Center completed a portion of the accounting services for \$17,000 and has billed your agency. You have received the following invoice with information including the Purchase Order number. Enter the invoice into the accounting system using the PO Default invoice type.

When entering the Invoice Batch header screen create the Control Total to indicate that 2 invoices will be entered within the batch and the Control Amount to be the sum of Lab 1 (\$17,000) and Lab 2 (\$52,599).

INVOICE

Invoice #: (*Unique Identifier*)-TASC02051

Date: Current Date

PO #: TAXC02051

Supplier Name: DOT-Transp Admin Service Center

Supplier Site: Washington1544

Description: Accounting Services

Date Invoice Received: Yesterday's Date
(Date stamped when received in mailroom)

Total Due: \$17,000

Lab 1 Solutions: Matching Invoices to a Basic Purchase Order: Two-Way Matching

1. Change your responsibility to Oracle Payables.

M → File → Switch Responsibility → AP DELPHI Controller

2. Navigate to the Invoices window.

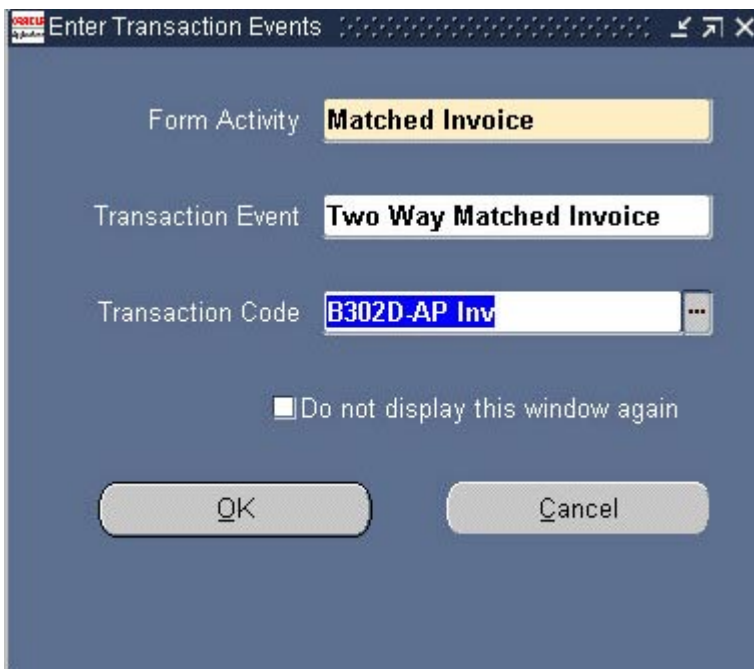
N → Invoices → Entry → Invoices Batches

Batch Name	Date	Control Count	Control Amount	Act
FRA-MATCHED INVOICES BATCH 020	05-MAR-2002	2	17500	

Create Accounting Approve 1 Invoices

3. In the Invoice Batches window, enter a unique Batch Name. Control Total for Labs 1 & 2 and Control Amount that will be the sum of Labs 1 & 2. Validate that your Invoice Batches window appears similar to the one above. Select (B) Invoices.

Lab 1 Solutions: Matching Invoices to a Basic Purchase Order: Two-Way Matching



Enter Transaction Events

Form Activity: **Matched Invoice**

Transaction Event: **Two Way Matched Invoice**

Transaction Code: **B302D-AP Inv**

☐ Do not display this window again

OK Cancel

4. In the Enter Transaction Events window, select the following from the LOV:
 - Form Activity: Matched Invoice
 - Transaction Event: Two Way Matched Invoice
 - Transaction Code: B302D-AP Inv
5. Select (B) OK.
6. The Invoices window will appear. In the Type field, select PO Default as the Invoice Type. A window will popup cueing you to enter the PO number in which you are matching. Enter the PO number and select (B) OK.
7. The Supplier and Supplier Site will default from the PO identified. Verify that these are correct.
8. Enter the current date as Invoice Date or tab through the field allowing the current date to be the default.

Lab 1 Solutions: Matching Invoices to a Basic Purchase Order: Two-Way Matching

9. Enter the Invoice number (<Unique Identifier>-TASC02051).
10. In the Amount field, enter the total due of the invoice (\$17,000).
11. In the Descriptive Flexfield, which is used for travel related documents, accept the default that the invoice is "Not Travel Related".
12. Enter a description of the services invoiced in the Description field.
13. Enter the date received (date-stamped) for Invoice Date Received.
14. Validate that your window appears similar to the one displayed below:

The screenshot displays the 'Invoices (FEDERAL RAILROAD ADMIN) - FRA-MATCHED INVOICES BATCH 02059' window. At the top right, the 'Batch Control Total' is 69599 and the 'Actual Total' is 17000. Below this is a table with the following data:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoi	Invoice Amount
Standard	DOT-TRANS	522211023	WASHIN	05-MAR-2002	LAB-TASC02051	USD	17,000.00

Below the table, there are several control fields:

- Amount Paid:** USD 0.00
- Holds:** (empty)
- Status:** Never Approved
- Desc:** (empty)
- Distribution Total:** 0.00
- Accounted:** No

At the bottom, there are buttons for 'Actions... 1', 'Holds', 'Payments', 'Match', 'Purchase Order' (dropdown), 'Scheduled Payments', 'Overview', and 'Distributions'.

15. Ensure the Match default is Purchase Order for Two-Way Matching. This is located next to (B) Match. Select (B) Match..

Lab 1 Solutions: Matching Invoices to a Basic Purchase Order: Two-Way Matching

The screenshot shows the 'Find Purchase Orders for Matching' window from the Oracle Payables application. The window title is 'Find Purchase Orders for Matching (FEDERAL RAILROAD ADMIN)'. It is divided into three main sections: 'Matching', 'Supplier', and 'Purchase Order'.
- The 'Matching' section contains a 'Type' dropdown set to 'ITEM', a 'Price Correction' checkbox, and an 'Invoice Num' field.
- The 'Supplier' section contains a 'Name' field with 'DOT-TRANSP ADMIN SERVICE CENTER', a 'Number' field with '522211023', a 'Site' field with 'WASHINGTON1544', and a 'Tax Registration' field.
- The 'Purchase Order' section contains a 'Num' field with 'TASC02051', a 'Release' field, a 'Line' field with a dropdown arrow, and a 'Shipment' field.
Below these sections are fields for 'Ship To' and 'Deliver To' (each with an 'Item' and a blank field), a 'Project' field, and an 'Item Desc' field. At the bottom are three buttons: 'Find', 'Clear', and 'Cancel'.

16. Oracle Payables displays the Find Purchase Orders for Matching window. The Supplier information will default from the supplier selected at the invoice header. Enter the PO number to be matched if not defaulted. Select (B) Find.
17. In the Match to Purchase Orders window, select the checkbox on the left side of the window that coordinates with the shipment to be matched.
18. Adjust the Quantity Invoiced to the amount displayed on the invoice. After changing the amount, use the tab key to move to the next field. This will automatically adjust the Match Amount.
19. Validate that your window appears similar to the one displayed below:

Lab 1 Solutions: Matching Invoices to a Basic Purchase Order: Two-Way Matching

Match to Purchase Orders (FEDERAL RAILROAD ADMIN)

Invoice Amount **17000** Distribution Total **17,000.00**

Match	Qty Invoiced	Unit Price	Match Amount	Allocate	PO Number	Release	Lin
<input checked="" type="checkbox"/>	17000	1	17,000.00	<input type="checkbox"/>	TASC02051		1
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			

Shipment Quantity

UOM	US D
Ordered	32554.5
Billed	0
Received	N/A
Accepted	N/A
Distributions	1

Purchase Order

Payment Terms	STANDARD IM
Freight Terms	
Taxable	No
Tax Code	

Allocated

Tax	
Freight	
Misc	

20. Select (B) Match. This will save the match and automatically close the window. Return to the Invoices window.
21. Verify that the distribution total equals the invoice amount header.
22. Select (B) Distributions to review the distribution line created through the match process.
23. Select (I) Save to ensure the transaction has been saved.

Lab 1: Creating a Basic Standard Purchase Order

Instructions

Your supervisor has asked you to enter a purchase order for Acme Incorporated. The supplier site is Santa Barbara. Your agency is planning to purchase services to assist in implementing a new quality control system.

PO #: <Unique Identifier> - 111

	Item Line 1
Type	Services & Supplies
Category	Supplies
Description	Consulting Services
Qty	5000
Price	1.00

Shipment lines are created based upon the line items entered. It is not necessary to change the defaults unless you want to enter multiple shipments for a line or change the default matching option from 2-Way Matching to 3-Way or 4-Way Matching.

We will not be changing any items in the shipment region. This purchase order will be created as a 2-Way matched purchase order.

	Item Line 1
	Distribution Line 1
Destination Type	Expense
Quantity	5000
Charge Account	2700700000.2000.0 101050000.4042000 000.25215.6100660 0.0000000000.0000 0000000.000000000 0.0000000000

Lab 1 Solutions: Creating a Basic Standard Purchase Order in Oracle Purchasing

1. Change your responsibility to Oracle Purchasing.
M → File → Switch Responsibility → PO DELPHI Controller
2. Navigate to the Enter Purchase Orders window.
N → Purchase Orders → Purchase Orders
3. In the Enter Transaction Events screen enter Obligation in the Transaction Event field. The Transaction Code will default. Select (B) OK.
4. Enter the Purchase Order number (<Unique Identifier>-111).
5. Type of Purchase Order is Standard Purchase Order.
6. Select Acme Incorporated as the supplier and Santa Barbara as the site.
7. Verify the Ship-to and Bill-to fields defaulted. If not choose from LOV.
8. Select Buyer.
9. Select Items Tab.
10. For line 1, enter the Type of Services and Supplies, Category of Services, and Description of Consulting Services.
11. In the Quantity field enter 5000.
12. In the Price field enter 1.

Lab 1 Solutions: Creating a Basic Standard Purchase Order in Oracle Purchasing

13. Validate that your window appears similar to the one displayed.

Purchase Orders (FEDERAL RAILROAD ADMIN) - TW-111

PO, Rev: TW-111 0 Type: Standard Purchase Created: 10-APR-2002

Supplier: ACME INCORPOR Site: SANTA BARBARA Contact:

Ship-To: FRA NATL ACCTG Bill-To: FRA NATL ACCTG Currency: USD

Buyer: WILEY, FRA TAMI Status: Incomplete Total: 5,000.00

Description: CONSULTING SERVICES Transaction Code: B204-Udo W/o Ad

Num	ev	Category	Description	UOM	Quantity	Price	Promised
1		SERVICES	CONSULTING SERVI	EACH	5000	1	

Item: CONSULTING SERVICES

Buttons: Currency... Terms Shipments Approve...

14. Select (B) Shipments.

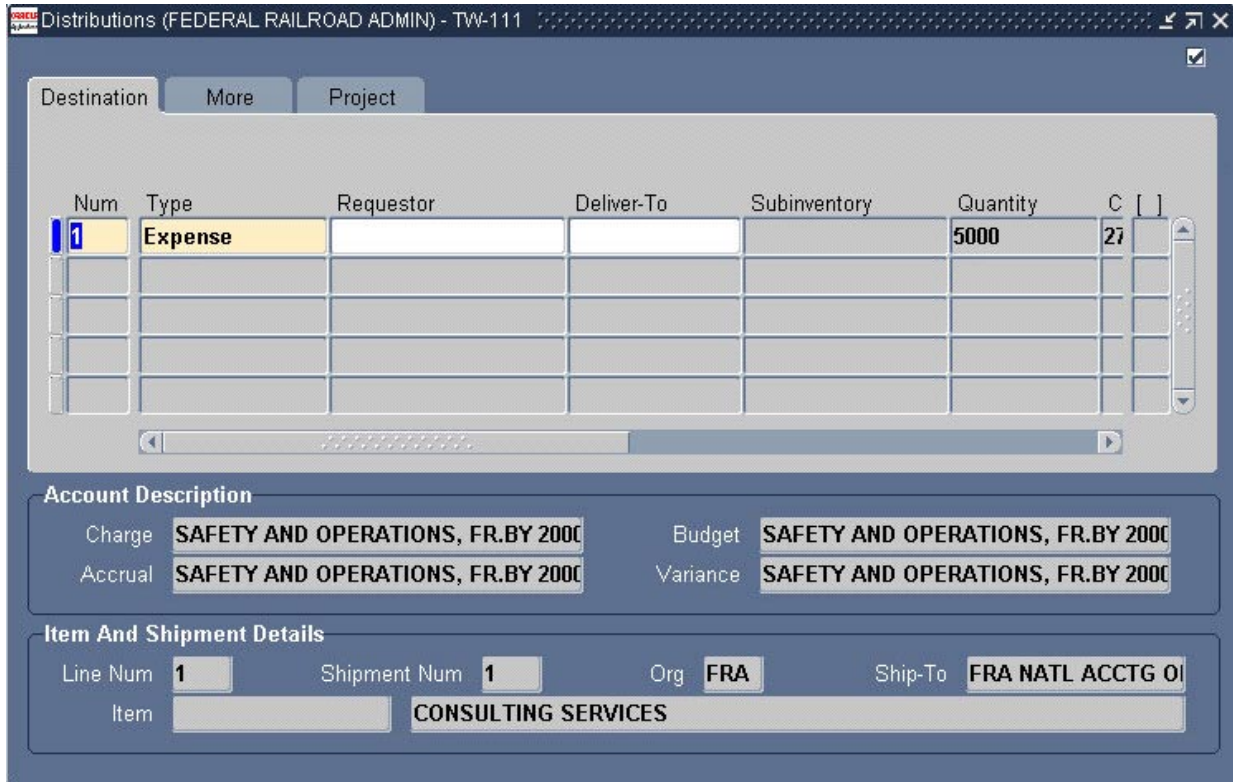
15. Select (B) Distributions.

16. Enter the distribution as shown in the instructions.

	Item Line 1
	Distribution Line 1
Destination Type	Expense
Quantity	5000
Charge Account	2700700000.2000.0 101050000.4042000 000.25215.6100660 0.0000000000.0000 0000000.000000000 0.0000000000

Lab 1 Solutions: Creating a Basic Standard Purchase Order in Oracle Purchasing

17. Validate that your window appears similar to the one displayed below:



Distributions (FEDERAL RAILROAD ADMIN) - TW-111

Destination More Project

Num	Type	Requestor	Deliver-To	Subinventory	Quantity	C	[]
1	Expense				5000	27	

Account Description

Charge SAFETY AND OPERATIONS, FR.BY 2000 Budget SAFETY AND OPERATIONS, FR.BY 2000

Accrual SAFETY AND OPERATIONS, FR.BY 2000 Variance SAFETY AND OPERATIONS, FR.BY 2000

Item And Shipment Details

Line Num 1 Shipment Num 1 Org FRA Ship-To FRA NATL ACCTG OI

Item CONSULTING SERVICES

18. Close the distributions window and the shipments window.
19. Save your work.
20. Select (B) Approve.
21. In the Approve Document window, select the Reserve checkbox. Deselect the submit for approval.
22. Select (B) OK.
23. A Note appears "Action completed successfully". Select (B) OK.
24. Select (B) Approve.
25. In the Approve Document window, select the Submit for Approval check box.
26. Select (B) OK.

Lab 1 Solutions: Creating a Basic Standard Purchase Order in Oracle Purchasing

27. A Note appears "document has been submitted for approval". Select (B) OK.
28. Verify that that status of your purchase order displays Approved.
29. Write down your purchase order number.

Lab 2: Matching Invoices to a Basic Purchase Order

Instructions

Acme Incorporated completed the consulting services for \$5000 and has billed you. You have received the following invoice with notes written on it indicating how it should be allocated against the PO. Enter the invoice into the accounting system using a Standard Invoice Type.

INVOICE

Invoice #: <Unique Identifier>-111

Date: Today

PO#: <Unique Identifier>-111

Terms: Prompt Immediate

Supplier Name: ACME Incorporated

Supplier Site: Santa Barbara

Description: Consulting Services

Date Invoice Received: Today's Date

Total Due: \$5000

Lab 2 Solutions: Matching Invoices to a Basic Purchase Order

1. Change your responsibility back to Oracle Payables.
M → File → Switch Responsibility → AP DELPHI Controller
2. Navigate to the Invoices window
N → Invoices → Entry → Invoices Batches
3. In the Enter Transaction Events screen select the following from the LOV: Form Activity = Matched Invoice, Transaction Event = Two Way Matched Invoice, and Transaction Code = B302D-AP INV. Select (B) OK.
4. In the Type field, select Standard as the invoice type.
5. Enter the Supplier and Supplier Site.
6. As the invoice is dated Today, tab through the invoice date field allowing the current date to be the default.
7. Enter the Invoice number (<Unique Identifier>-111).
8. In the Amount field, enter the total due of the invoice (\$5000).
9. Enter a description of the items invoiced in the Description field.
10. Enter current date for Date Invoice Received.

Lab 2 Solutions: Matching Invoices to a Basic Purchase Order

11. Validate that your window appears similar to the one displayed below:

The screenshot shows a software window titled "Invoices (FEDERAL RAILROAD ADMIN)". At the top right, there are two summary fields: "Batch Control Total" and "Actual Total", both with empty input boxes. Below these is a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first row of data is highlighted in yellow and contains: Standard, ACME INCO, 555889785, SANTA B, 10-APR-2002, TW-111, USD, and 5,000.0. Below the table, there are several summary fields: "Amount Paid" (USD, 0.00), "Holds" (empty), "Status" (Never Approved), "Distribution Total" (0.00), and "Accounted" (No). At the bottom, there are several buttons: "Actions... 1", "Holds", "Payments", "Match", "Purchase Order" (with a dropdown arrow), "Scheduled Payments", "Overview", and "Distributions".

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	ACME INCO	555889785	SANTA B	10-APR-2002	TW-111	USD	5,000.0

Batch Control Total:
Actual Total:

Amount Paid: USD

Holds:
Status: Never Approved
Distribution Total:
Accounted: No

Actions... 1 Holds Payments Match Purchase Order
Scheduled Payments Overview Distributions

12. Select (B) Match.

Lab 2 Solutions: Matching Invoices to a Basic Purchase Order

Find Purchase Orders for Matching (FEDERAL RAILROAD ADMIN)

Matching

Type ☐ Price Correction Invoice Num

Supplier

Name Number
Site Tax Registration

Purchase Order

Num Release Line ... Shipment

Ship To Deliver To Project
Item Category Item Desc

13. Oracle Payables Displays the Find window. Enter your search criteria to find the PO you just created.

Lab 2 Solutions: Matching Invoices to a Basic Purchase Order

14. Select (B) Find.
15. In the Match to Purchase Orders window, select the check boxes on the left for line 1.
Oracle Payables activates the Qty Invoiced field.
16. Enter a Qty Invoiced of 5000 for line 1.
17. Validate that your window appears similar to the one displayed below:

Match to Purchase Orders (FEDERAL RAILROAD ADMIN)

Invoice Amount: 5000 Distribution Total: 5,000.00

Match	Qty Invoiced	Unit Price	Match Amount	Allocate	PO Number	Release	Line
<input checked="" type="checkbox"/>	5000	1	5,000.00	<input type="checkbox"/>	TW-111		1
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			

Shipment Quantity

UOM: EACH
Ordered: 5000
Billed: 0
Received: N/A
Accepted: N/A
Distributions: 1

Purchase Order

Payment Terms: PROMPT NET
Freight Terms:
Taxable: No
Tax Code:

Allocated

Tax:
Freight:
Misc:

Match Distribute... View PO

18. Select (B) Match.
19. The match window closes automatically.
20. Verify that the distribution total equals to the invoice amount.
21. Select (B) Distributions to review the distribution lines created through the match process.
22. Save your work.

Lab 3: Creating a Standard Purchase Order in Oracle Purchasing

Instructions

Your supervisor has asked you to enter a purchase order for Acme Incorporated. The supplier site is Santa Barbara. Your agency is planning to purchase 50 units of office supplies totaling \$2120.00.

Three different lines are entered for the office supplies. Each line is entered separately for different items purchased.

Note: Complete each line, shipment and distribution before starting the next line.

	Item Line 1	Item Line 2	Item Line 3
Type	Services & Supplies	Services & Supplies	Services & Supplies
Category	Supplies	Supplies	Supplies
Description	Case of 3 Ring Binders	Extension Cords	Paper
Qty	18	12	20
Price	100.00	10.00	10.00

Shipment lines are created based upon the line items entered. It is not necessary to change the defaults unless you want to enter multiple shipments for a line or change the default matching option from 2-Way Matching to 3-Way Matching.

We will not be entering multiple shipments or changing the matching option.

Lab 3: Creating a Standard Purchase Order in Oracle Purchasing

Distribution lines are as follows:

	Item Line 1	Item Line 2	Item Line 3	Item Line 3
	Distribution Line 1	Distribution Line 1	Distribution Line 1	Distribution Line 2
Destination Type	Expense	Expense	Expense	Expense
Quantity	18	12	12	8
Charge Account	2700700000.2000. 0101050000.40420 00000.26960.6100 6600.0000000000. 00000000000.0000 000000.000000000 0	2700700000.2000. 0101050000.40410 00000.26170.6100 6600.0000000000. 00000000000.0000 000000.000000000 0	2700700000.2000. 0101050000.40420 00000.26960.6100 6600.0000000000. 00000000000.0000 000000.000000000 0	2700700000.2000. 0101050000.40410 00000.26960.6100 6600.0000000000. 00000000000.0000 000000.000000000 0

The 20 units of paper were ordered for 2 different organizations. This is why there are 2 distribution lines for item 3.

Lab 3 Solutions: Creating a Standard Purchase Order in Oracle Purchasing

1. Change your responsibility to Oracle Purchasing.
M → Special → Switch Responsibility → PO DELPHI Controller
2. Navigate to the Enter Purchase Orders window.
N → Purchase Orders → Purchase Orders
3. In the Enter Transaction Events screen enter Obligation in the Transaction Event field. The Transaction Code will default. Select (B) OK.
4. Enter the Purchase Order number (<Unique Identifier>-1000).
5. Type of Purchase Order is Standard Purchase Order.
6. Select Acme Incorporated as the supplier and Santa Barbara as the site.
7. Verify the Ship-to and Bill-to fields defaulted. If not choose from LOV.
8. Select Buyer.
9. Select Items Tab.
10. For line 1, enter the Type of Services and Supplies, Category of Supplies, and Description of case of 3-ring binders.
11. In the Quantity field enter 18.
12. In the Price field enter 100.

Lab 3 Solutions: Creating a Standard Purchase Order in Oracle Purchasing

13. Validate that your window appears similar to the one displayed.

14. Select (B) Shipments.

15. Select (B) Distributions.

16. Enter the distribution as shown in the instructions.

Lab 3 Solutions: Creating a Standard Purchase Order in Oracle Purchasing

	Item Line 1
	Distribution Line 1
Destination Type	Expense
Quantity	18
Charge Account	2700700000.2000. 0101050000.40420 00000.26960.6100 6600.0000000000. 00000000000.0000 000000.000000000 0

17. Validate that your window appears similar to the one displayed below:

Distributions (FEDERAL RAILROAD ADMIN) - TW-1000

Destination More Project

Num	Subinventory	Quantity	Charge Account	Recovery Rate	GL	
1		18	2700700000.2000.0101050000.40410		10	

Account Description

Charge SAFETY AND OPERATIONS, FR.BY 2000 Budget SAFETY AND OPERATIONS, FR.BY 2000

Accrual SAFETY AND OPERATIONS, FR.BY 2000 Variance SAFETY AND OPERATIONS, FR.BY 2000

Item And Shipment Details

Line Num 1 Shipment Num 1 Org FRA Ship-To FRA NATL ACCTG OI

Item CASE OF 3 RING BINDERS

18. Close the distributions window and the shipments window to return to the Purchase Order screen, select (I) Save.

19. Enter the second line item as shown in the instructions.

Lab 3 Solutions: Creating a Standard Purchase Order in Oracle Purchasing

Purchase Orders (FEDERAL RAILROAD ADMIN) - TW-1000

PO, Rev	TW-1000	0	Type	Standard Purchase	Created	10-APR-2002
Supplier	ACME INCORPOR		Site	SANTA BARBARA	Contact	
Ship-To	FRA NATL ACCTG		Bill-To	FRA NATL ACCTG	Currency	USD
Buyer	WILEY, FRA TAMI		Status	Incomplete	Total	1,920.00
Description						
					Transaction Code	B204-Udo W/o Ad

Items Price Reference Reference Documents More Agreement

Num	ev	Category	Description	UOM	Quantity	Price	Promised
1		SUPPLIES	CASE OF 3 RING BIN	EACH	18	100	
2		SUPPLIES	EXTENSION CORDS	EACH	12	10	

Item EXTENSION CORDS

Currency... Terms Shipments Approve...

20. Select (B) Shipments.
21. Select (B) Distributions.
22. Enter the distribution for item line 2 as shown in the instructions.

	Item Line 2
	Distribution Line 1
Destination Type	Expense
Quantity	12
Charge Account	2700700000.2000. 0101050000.40410 00000.26170.6100 6600.0000000000. 00000000000.0000 000000.000000000 0

Lab 3 Solutions: Creating a Standard Purchase Order in Oracle Purchasing

23. Close the distributions window and the shipments window to return to the Purchase Order screen, select (I) Save.
24. Enter the third line item as shown in the instructions.
25. Validate that your window appears similar to the one displayed below:

Purchase Orders (FEDERAL RAILROAD ADMIN) - TW-1000

PO, Rev: TW-1000 0 Type: Standard Purchase Created: 10-APR-2002

Supplier: ACME INCORPOR Site: SANTA BARBARA Contact:

Ship-To: FRA NATL ACCTG Bill-To: FRA NATL ACCTG Currency: USD

Buyer: WILEY, FRA TAMI Status: Incomplete Total: 2,120.00

Description:

Transaction Code: B204-Udo W/o Ad

Items Price Reference Reference Documents More Agreement

Num	Type	Item	Rev	Category	Description	UOM	Quant
1	SERVICES &			SUPPLIES	CASE OF 3 RING BIN	EACH	18
2	SERVICES &			SUPPLIES	EXTENSION CORDS	EACH	12
3	SERVICES &			SUPPLIES	PAPER	EACH	20

Item: PAPER

Currency... Terms Shipments Approve...

26. Select (B) Shipments.
27. Select (B) Distributions.
28. Enter both distributions for line 3 as shown in the instructions.

Lab 3 Solutions: Creating a Standard Purchase Order in Oracle Purchasing

	Item Line 3	Item Line 3
	Distribution Line 1	Distribution Line 2
Destination Type	Expense	Expense
Quantity	12	8
Charge Account	2700700000.2000.0101050000.4042000000.26960.61006600.0000000000.000000000000.000000.00000000000	2700700000.2000.0101050000.4041000000.26960.61006600.0000000000.000000000000.000000.00000000000
	0	0

29. Validate that your window appears similar to the one displayed below:

Distributions (FEDERAL RAILROAD ADMIN) - TW-1000

Destination More Project

Num	ory	Quantity	Charge Account	Recovery Rate	GL Date	Reserved
1		12	2700700000.2000.0101050000.40420	0	10-MAR-2002	
2		8	2700700000.2000.0101050000.40410	0	10-MAR-2002	

Account Description

Charge SAFETY AND OPERATIONS, FR.BY 2000 Budget SAFETY AND OPERATIONS, FR.BY 2000

Accrual SAFETY AND OPERATIONS, FR.BY 2000 Variance SAFETY AND OPERATIONS, FR.BY 2000

Item And Shipment Details

Line Num 3 Shipment Num 1 Org FRA Ship-To FRA NATL ACCTG OI

Item PAPER

30. Save your work and close the windows until the Purchase Order Header is displayed.

31. Select (B) Approve.

Lab 3 Solutions: Creating a Standard Purchase Order in Oracle Purchasing

32. In the Approve Document window, select the Reserve checkbox. Deselect the submit for approval check box.
33. A Note appears "Action completed successfully". Select (B) OK.
34. Select (B) Approve.
35. Select (B) OK.
36. Select (B) Approve.
37. In the Approve Document window, select the Submit for Approval check box.
38. Select (B) OK.
39. Verify that the status of your purchase order displays Approved.
40. Write down your purchase order number.

Lab 4: Matching Invoices to Purchase Order Shipments

Instructions

Acme Incorporated has shipped 18 units of line 1 and 6 units of line 2 that you ordered (in a previous lab) and has billed you for them. You have received the following invoice with notes written on it indicating how it should be allocated against the PO. Enter the invoice in the Account Payable system.

INVOICE

Invoice #: *<Unique Identifier>*-1000

Date: Today

PO#: N/A

Terms: Prompt Immediate

Supplier Name: ACME Incorporated

Supplier Site: Santa Barbara

Description: Entire shipment of 3-ring binders and 6 extension cords.

Date Invoice Received: Today's Date

Total Due: \$1860

Shipments:

18 units towards shipment 1

6 units towards shipment 2

Lab 4 Solutions: Matching Invoices to Purchase Order Shipments

1. Change your responsibility back to Oracle Payables.
M → Special → Switch Responsibility → AP DELPHI Controller
2. Navigate to the Invoices window
N → Invoices → Entry → Invoices
3. In the Enter Transaction Events screen select the following from the LOV: Form Activity = Matched Invoice, Transaction Event = Two Way Matched Invoice, and Transaction Code = B302D-AP INV. Select (B) OK.
4. In the Type field, select PO Default as the invoice type.
5. When the system prompts you for a PO number, enter your PO number from a previous lab. (Must be exactly as in the PO).

Oracle Payables displays the supplier and supplier site.
6. As the invoice is dated Today, tab through the invoice date field allowing the current date to be the default.
7. Enter the Invoice number (<Unique Identifier>-1000).
8. In the Amount field, enter the total due of the invoice (\$1860.00).
9. Enter a description of the supplies invoiced in the Description field.
10. Enter current date for Date Invoice Received.

Lab 4 Solutions: Matching Invoices to Purchase Order Shipments

11. Validate that your window appears similar to the one displayed below:

The screenshot shows the Oracle Invoices (FEDERAL RAILROAD ADMIN) window. At the top right, there are fields for 'Batch Control Total' and 'Actual Total'. Below these is a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first row of the table is highlighted in yellow and contains the following data: PO Defau, ACME INCO, 555889785, SANTA B, 10-APR-2002, TW-1000, USD, and 1,860.0. Below the table, there are several control fields: 'Amount Paid' with a dropdown set to 'USD' and a value of '0.00'; 'Holds' with a dropdown set to 'Never Approved'; 'Status' with a dropdown set to 'Never Approved'; 'Distribution Total' with a value of '0.00'; 'Accounted' with a dropdown set to 'No'; and 'Desc' with a text field. At the bottom, there are several buttons: 'Actions... 1', 'Holds', 'Payments', 'Match', 'Purchase Order' (with a dropdown arrow), 'Scheduled Payments', 'Overview', and 'Distributions'.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
PO Defau	ACME INCO	555889785	SANTA B	10-APR-2002	TW-1000	USD	1,860.0

Amount Paid: USD 0.00

Holds: Never Approved

Status: Never Approved

Distribution Total: 0.00

Accounted: No

Desc:

Actions... 1 | Holds | Payments | Match | Purchase Order | Scheduled Payments | Overview | Distributions

12. Select (B) Match.

13. Oracle Payables Displays the Find window. Enter your search criteria.

14. Select (B) Find.

15. In the Match to PO window, select the check boxes on the left for lines 1 and 2. Oracle Payables activates the Quantity Invoices field.

Lab 4 Solutions: Matching Invoices to Purchase Order Shipments

16. Enter a Quantity of 18 for shipment line 1.
17. In the next shipment line, line 2, enter a quantity invoiced of 6.

Match	Qty Invoiced	Unit Price	Match Amount	Allocate	PO Number	Release	Line
<input checked="" type="checkbox"/>	18	100	1,800.00	<input type="checkbox"/>	TW-1000		1
<input checked="" type="checkbox"/>	6	10	60.00	<input type="checkbox"/>	TW-1000		2
<input type="checkbox"/>		10		<input type="checkbox"/>	TW-1000		3
<input type="checkbox"/>				<input type="checkbox"/>			

Invoice Amount: 1860 Distribution Total: 1,860.00

Shipment Quantity

UOM: EACH
Ordered: 12
Billed: 0
Received: N/A
Accepted: N/A
Distributions: 1

Purchase Order

Payment Terms: PROMPT NET
Freight Terms:
Taxable: No
Tax Code:

Allocated

Tax:
Freight:
Misc:

Match Distribute... View PO

18. Select (B) Match.
19. The match window closes automatically.
20. Verify that the distribution total equals to the invoice amount.
21. Select (B) Distributions to review the distribution lines created through the match process.
22. Save your work.

Lab 5: Matching Invoices to Purchase Order Shipments and Distributions

Instructions

Acme Incorporated has shipped 16 more units of the items you ordered, including 4 extension cords and 12 boxes of paper and has billed you for them. The remainder of the purchase order is on back order and will be shipped and billed at a later date. You have received the following invoice with notes written on it indicating how it should be allocated against the PO. Enter the invoice in the Accounts Payable system.

INVOICE

Invoice #: <Unique Identifier>-2000

Date: Today

PO#: N/A

Terms: Prompt Immediate

Supplier Name: ACME Incorporated

Supplier Site: Santa Barbara

Description: 4 extension cords and 12 boxes of paper.

Date Invoice Received: Today's Date

Total Due: \$160

Shipments:

4 units towards shipment 1

12 units towards shipment 2

7 units to organization 4042000000

5 units to organization 4041000000

Lab 5 Solutions: Matching Invoices to Purchase Order Shipments and Distributions

1. Navigate to the Invoices window.
N → Invoices → Entry → Invoices
2. In the Enter Transaction Events screen select the following from the LOV: Form Activity = Matched Invoice, Transaction Event = Two Way Matched Invoice, and Transaction Code = B302D-AP INV.
3. This is a standard invoice. Accept the default invoice type.
4. Enter the supplier name as Acme Incorporated.
5. Select the supplier site as Santa Barbara.
6. Accept the default current date.
7. Enter the invoice number (<Unique Identifier>-2000).
8. Enter the total due of the invoice in the Amount field (\$160).
9. Enter a description of the supplies invoiced in the Description field.
10. Enter the current date for the Date Invoice Received.
11. Validate that your window appears similar to the one displayed below:

Lab 5 Solutions: Matching Invoices to Purchase Order Shipments and Distributions

The screenshot shows the 'Invoices (FEDERAL RAILROAD ADMIN)' window. At the top right, there are fields for 'Batch Control Total' and 'Actual Total'. Below these is a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first row is highlighted in yellow and contains the following data: Type: Standard, Supplier: ACME INCO, Supplier Num: 555889785, Site: SANTA B, Invoice Date: 10-APR-2002, Invoice Num: TW-2000, Invoice Curr: USD, Invoice Amount: 160.1. Below the table, there are several control fields: 'Amount Paid' (USD, 0.00), 'Holds' (0), 'Status' (Never Approved), 'Distribution Total' (0.00), and 'Accounted' (No). At the bottom, there are buttons for 'Actions... 1', 'Holds', 'Payments', 'Match', 'Purchase Order' (dropdown), 'Scheduled Payments', 'Overview', and 'Distributions'.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	ACME INCO	555889785	SANTA B	10-APR-2002	TW-2000	USD	160.1

Amount Paid: USD 0.00

Holds: 0

Status: Never Approved

Distribution Total: 0.00

Accounted: No

Buttons: Actions... 1, Holds, Payments, Match, Purchase Order, Scheduled Payments, Overview, Distributions

12. Select (B) Match.
13. In the Find window enter your PO number and select (B) Find.
14. Select line 2 by selecting the check box to the far left of it.
15. Enter the Quantity Invoiced as 4.
16. Select the check box for the third line.
17. Enter the Quantity Invoiced as 12.
18. Note that the Distribute button is enabled, because the third shipment line had multiple distributions. This allows you to match an invoice to individual distributions.
19. Validate your window appears similar to the one displayed below:

Lab 5 Solutions: Matching Invoices to Purchase Order Shipments and Distributions

Match to Purchase Orders (FEDERAL RAILROAD ADMIN)

Invoice Amount: 160 Distribution Total: 160.00

Match	Qty Invoiced	Unit Price	Match Amount	Allocate	PO Number	Release	Line
<input type="checkbox"/>		100		<input type="checkbox"/>	TW-1000		1
<input checked="" type="checkbox"/>	4	10	40.00	<input type="checkbox"/>	TW-1000		2
<input checked="" type="checkbox"/>	12	10	120.00	<input type="checkbox"/>	TW-1000		3
<input type="checkbox"/>				<input type="checkbox"/>			

Shipment Quantity

UOM: EACH
 Ordered: 20
 Billed: 0
 Received: N/A
 Accepted: N/A
 Distributions: 2

Purchase Order

Payment Terms: PROMPT NET
 Freight Terms:
 Taxable: No
 Tax Code:

Allocated

Tax:
 Freight:
 Misc:

Match Distribute... View PO

20. Select (B) Distribute.
21. In the Match to PO Distribution window, select the first distribution line and enter the quantity invoiced as 7 (noted on the invoice for organization 4042000000).
22. In the second distribution line, again select the appropriate check box. Enter the quantity invoiced as 5 to organization 4041000000.
23. Validate that your window appears similar to the one displayed below:

Lab 5 Solutions: Matching Invoices to Purchase Order Shipments and Distributions

Match to Purchase Order Distributions (FEDERAL RAILROAD ADMIN)

Control Quantity: 12 Control Amount: 120.00
Actual Quantity: 12 Actual Amount: 120.00

Match	Num	Quantity Invoiced	Unit Price	Match Amount	Match Account	Variance Account	De
<input checked="" type="checkbox"/>	1	7	10	70.00	2700700000.2000.01010	2700700000.2000.01010	
<input checked="" type="checkbox"/>	2	5	10	50.00	2700700000.2000.01010	2700700000.2000.01010	
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Distribution Qty

UOM: EACH
Ordered: 8
Billed: 0
Delivered: 0

Account Description

Match: SAFETY AND OPERATIONS, FR.BY 2000.SAL & EXP ADMINI
Variance: SAFETY AND OPERATIONS, FR.BY 2000.SAL & EXP ADMINI

Match Cancel

24. Select (B) Match. This will save your work and update the quantity billed information.
25. Close the windows and return to the Invoice form. Verify that the distribution total equals the invoice amount.
26. Select (B) Distributions to review the distributions created by the match process.

Lab 6: Matching All Purchase Order Shipments - QuickMatch

Instructions

Acme Incorporated has finally shipped the remaining 10 units and therefore has billed you for them. The shipment was for the balance of the second and third shipment items. You have received the following invoice with notes written on it indicating how it should be allocated against the PO. Enter the invoice in the accounts payable system.

INVOICE

Invoice #: <Unique Identifier>-3000

Date: Today

PO#: N/A

Terms: Prompt Immediate

Supplier Name: ACME Incorporated

Supplier Site: Santa Barbara

Description: 2 extension cords and 8 boxes of paper.

Date Invoice Received: Today's Date

Total Due: \$100

Shipments:

2 units towards shipment 2

8 units towards shipment 3

5 units to organization 4042000000

3 units to organization 4041000000

Lab 6 Solutions: Matching All Purchase Order Shipments - QuickMatch

1. Navigate to the Invoices window.
N → Invoices → Entry → Invoices
2. In the Enter Transaction Event screen select the following from LOV; Form Activity = Matched Invoice, Transaction Event = Two Way Matched Invoice, and Transaction Code = B302D-AP INV. Select (B) OK.
3. In the Type field, select QuickMatch as the invoice type.
4. When prompted for a PO number, enter your PO number. Oracle Payables displays the supplier and supplier site.
5. Accept the default current date.
6. Enter the invoice Number (<Unique Identifier>-3000).
7. Enter the total amount of the invoice in the Amount field (\$100).
8. Enter a description of the supplies invoiced in the Description field.
9. Enter the current date for the Date Invoice Received.
10. Select (B) Match.
11. In the Match to PO window, notice how the system defaults the match to be for the remaining quantity to be billed for the unit price on the purchase order.
12. Verify the quantity invoiced agrees with the invoice you received.
13. Validate that your window appears similar to the one displayed below:

Lab 6 Solutions: Matching All Purchase Order Shipments - QuickMatch

Match to Purchase Orders

Invoice Amount: 100 Distribution Total: 0.00

Match	Qty Invoiced	Unit Price	Match Amount	Allocate	PO Number	Release	Line
<input type="checkbox"/>		100		<input type="checkbox"/>	TW-1000		1
<input checked="" type="checkbox"/>	2	10	20.00	<input type="checkbox"/>	TW-1000		2
<input checked="" type="checkbox"/>	8	10	80.00	<input type="checkbox"/>	TW-1000		3
<input type="checkbox"/>				<input type="checkbox"/>			

Shipment Quantity

UOM	EACH
Ordered	20
Billed	12
Received	N/A
Accepted	N/A
Distributions	2

Purchase Order

Payment Terms	PROMPT NET
Freight Terms	
Taxable	No
Tax Code	

Allocated

Tax	
Freight	
Misc	

Match Distribute... View PO

14. Select (B) Match.
15. Save your work.
16. Select (B) Distributions to review the distribution lines created by the match process.

Lab 7: Entering and Matching a Credit Memo to an Invoice

Instructions

Acme Incorporated has acknowledged overbilling you and sent the following credit. Enter the credit memo in the Accounts Payable system.

Hint: The accounting for this credit is to reverse the original accounting assigned to the invoice.

Credit Memo

Invoice #: <Unique Identifier>-CM2000

Date: Today

PO#: <Unique Identifier>-111

Terms: Prompt Immediate

Supplier Name: Acme Incorporated

Supplier Site: Santa Barbara

Description: Credit Memo

Date Invoice Received: Today's Date

Total Due: -\$1,000

Lab 7 Solutions: Entering and Matching a Credit Memo to an Invoice

1. For this lab you will match a credit memo against the invoice.

2. Navigate to the Invoices window.

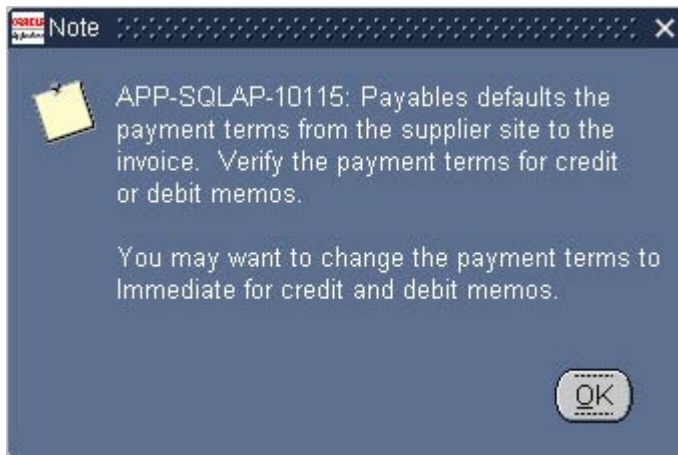
N → Invoices → Entry → Invoices

3. In the Enter Transaction Events screen select the following from the LOV: Form Activity = Matched Invoice, Transaction Event = Two Way Matched Invoice, and Transaction Code = B302D-AP-INV. Select (B) OK.

4. In the Type field, enter Credit Memo.

5. Enter your supplier name (Acme Incorporated).

6. The note below is displayed. Select (B) OK.



7. Select the site for your supplier (Santa Barbara).

8. As the credit memo is dated today, accept the default date.

9. Enter the credit memo number (<Unique Identifier>-CM2000).

10. Enter -1000.00 (enter negative value) in the Invoice Amount field.

Lab 7 Solutions: Entering and Matching a Credit Memo to an Invoice

11. Enter a description of the credit in the Description field.
12. In the Terms field, make sure the terms are Prompt Immediate; if they are not, select Prompt Immediate.
13. Use current date for Date Invoice Received.
14. Select (B) Match.
15. To match this credit memo to the original invoice, enter the invoice number.
16. Validate that your window appears similar to the one displayed below:

Find Purchase Orders for Matching (FEDERAL RAILROAD ADMIN)

Matching

Type ☐ Price Correction Invoice Num

Supplier

Name Number
Site Tax Registration

Purchase Order

Num Release Line Shipment

Ship To Deliver To Project
Item Category Item Desc

17. Select (B) Find.
18. In the Match to Invoice window, select the check box on the far left of a PO line to select it. Select line 1.
19. In the Qty Invoiced field for line 1, enter -1000.00 (enter negative value).

Lab 7 Solutions: Entering and Matching a Credit Memo to an Invoice

20. Validate that your window appears similar to the one displayed below:

Match to Purchase Orders (FEDERAL RAILROAD ADMIN)

Invoice Amount: -1000 Distribution Total: <1,000.00>

Match	Qty Invoiced	Unit Price	Match Amount	Allocate	PO Number	Release	Line
<input checked="" type="checkbox"/>	-1000	1	<1,000.00>	<input type="checkbox"/>	TW-111		1
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			

Shipment Quantity

UOM: EACH

Ordered: 5000

Billed: 5000

Received: N/A

Accepted: N/A

Distributions: 1

Purchase Order

Payment Terms: PROMPT NET

Freight Terms:

Taxable: No

Tax Code:

Allocated

Tax:

Freight:

Misc:

Match Distribute... View PO

21. Select (B) Match. Select (B) OK to acknowledge the informational message that the system is starting the match process.
22. Close the window.
23. In the Invoices window, verify that the distribution total is equal to the invoice amount.
24. Select (B) Distributions to view the distribution lines.

Lab 8: Returning an Invoice to a Supplier

Instructions

You have received an invoice from Acme Incorporated for \$75, which includes a price increase that was not agreed upon in the purchase order. You are returning the invoice to the supplier for modification of the invoice based upon the original agreed upon price. Once the invoice header is saved the invoice return information is entered.

The supplier is very prompt in returning a new updated invoice for the correct amount. The invoice is received 5 days after it is sent. It is now necessary to find the existing invoice header entered and update the Date Invoice Received. Then you would continue to match the invoice to the purchase order.

Note: Depending upon the reason for the return it may be necessary to enter fields without the correct information in order to save the invoice header. Every item except supplier and supplier site may be modified later when the new invoice is sent.

INVOICE

Supplier Name: ACME Incorporated

Supplier Site: Santa Barbara

Invoice Date: Today's Date

Invoice Number - *<Unique Identifier>* - Inv Return

Invoiced Amount: \$50

Note: This amount is the agreed upon purchase order price.

Terms: Prompt Net 10

Date Invoice Received: Today's Date

Lab 8: Returning an Invoice to a Supplier

INVOICE RETURN

Supplier Name: ACME Incorporated

Supplier Site: Santa Barbara

Invoice Number - *<Unique Identifier>* - Inv Return

Invoice Returned Date: Today's Date

UPDATE EXISTING INVOICE

Date Invoice Received: Today's Date + 5 Days

Lab 8 Solutions: Returning an Invoice to a Supplier

Step 1: Enter an Invoice (AP Responsibility)

1. Navigate to the Invoices window.
N → Invoices → Entry → Invoices
2. Enter Form Activity as Matched Invoice.
3. Enter Transaction Event as Matched Invoice.
4. Enter Transaction Code as B302D-AP INV
5. Select (B) OK.
6. Accept the default for Invoice Type. This invoice is a standard type invoice.
7. Enter your Supplier Name – Acme Incorporated.
8. Enter Supplier Site – Santa Barbara.
9. Enter the Invoice Number <Unique Identifier> INV RETURN.
10. Enter 50 in the Invoice Amount field. This is the agreed upon total that matches with the purchase order.
11. Enter a Description for the Invoice.
12. In the Terms field, select LOV Prompt Net 10.
13. In the Date Invoice Received field, enter Today's date.
14. Save the Invoice.

Lab 8 Solutions: Returning an Invoice to a Supplier

Step 2: Enter Invoice Return Information (AP Fed Admin Responsibility)

1. Navigate to the Invoice Return window.

N → Payables Management → Invoice Returns
2. Enter the Supplier – Acme Incorporated.
3. Enter the Supplier Site – Santa Barbara.
4. Enter the Invoice Number - <Unique Identifier> - INV RETURN.
5. The Original Invoice Date and Original Invoice Received Date default based on the Invoice information.
6. Enter the Invoice Returned Date – Today’s Date.
7. Enter Comments – PO & INVOICE AMOUNTS DO NOT MATCH
8. Save the record.

Step 3: Updating Invoice Received Date (AP Responsibility)

1. Navigate to the Invoices window.

N → Invoices → Entry → Invoices
2. Use (B) Cancel to cancel the Transaction Event window. Select (B) OK.
3. Select (M) Query: Find. Enter the Invoice Number - <Unique Identifier> - INV RETURN. Select (B) Find.
4. Update the Invoice Received Date – Today’s Date + 5 Days.

Lab 8 Solutions: Returning an Invoice to a Supplier

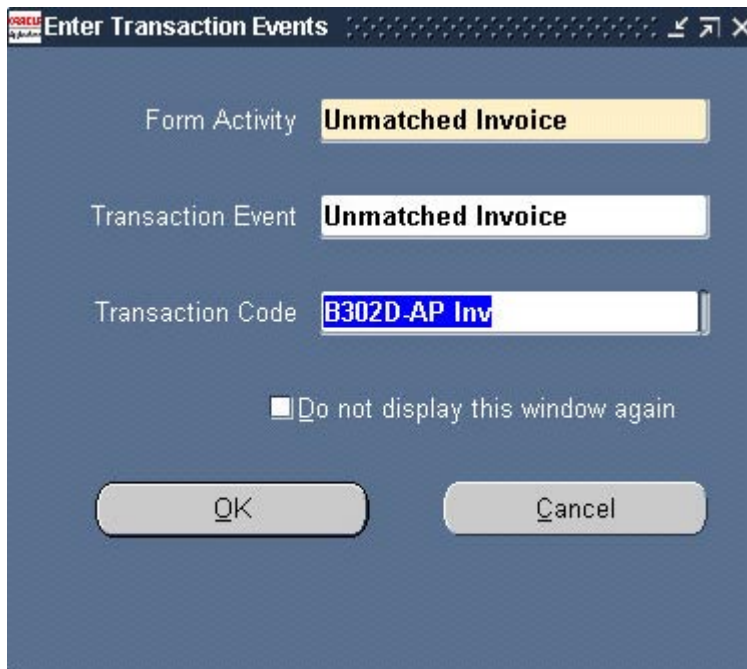
5. Save the invoice.

Note: At this point you would continue to match the invoice to the purchase order, approve and pay.

Entering Credit and Debit Memos

Enter Transaction Events

Oracle Public Sector Payables
N → Invoices → Entry → Invoice Batches
Enter Transaction Events



TRANSACTION EVENTS SCREEN		
Field Name	Comments	Required?
Form Activity	Enter Unmatched Invoice for basic invoice.	Yes
Transaction Event	Enter Unmatched Invoice for basic invoice.	Yes
Transaction Code	Select Transaction Code from LOV.	Yes

1. Select (B) OK. The Invoice window will automatically appear.
2. Enter Invoice information. Use the tab key or scroll bar to navigate through the Invoice window.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Credit Me	1120 VERM	FRA521148526	WASHIN	17-AUG-2002	BET CR Mem	USD	<23.51

Amount Paid: **USD**

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match **Purchase Order**

Scheduled Payments Overview Distributions

INVOICES		
Field Name	Comments	Required?
Type	Select Credit or Debit Memo.	Yes
Supplier	Enter the Supplier name.	Yes
Supplier Number	The Supplier Number will default from the supplier master file.	Display Only
Site	Enter the supplier Site.	Yes
Invoice Date	Enter the date of memo.	Yes
Invoice Number	Enter the memo number.	Yes
Invoice Currency	Displays the Invoice Currency.	Display Only
Invoice Amount	Enter a negative amount if processing a credit memo. Enter a positive amount if processing a debit memo.	Yes

DELPHI Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Withheld Amount	Prepaid Amount	[]	GL Date	Payment Curr	Payment Rate Date	Payment
<input type="text"/>	<input type="text"/>	NC	17-AUG-2002	USD	17-AUG-2002	<input type="text"/>
<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="text"/>					

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total:

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Withheld Amount	Payables displays the amount withheld from the invoice based on automatic withholding tax calculations.	No
Prepaid Amount	The sum of prepayment amounts that have been applied to an invoice.	No
Type of Travel Advance	Accept the default – “Not Travel Related” – unless this is a travel advance or a travel voucher.	Yes
GL Date	The GL Date is always the current date.	Yes
Payment Curr	Displays the Payment Currency. Defaults to USD.	Display Only
Payment Rate Date	The date the payment rate is effective. Defaults to current date.	Yes
Payment Rate Type	NOT USED BY DELPHI.	No

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

	Payment Rate	Payment Amount	Freight Amount	Create Freight Distribution	Distribution Set	Description
<input checked="" type="checkbox"/>		<23.51>		<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Payment Rate	NOT USED BY DELPHI	No
Payment Amount	Invoice amount displayed in payment currency.	Display Only
Freight Amount	The freight amount you want Payables to exclude when Payables calculates the default discountable amount for an invoice, if you Exclude from Freight Discount option is enabled for the supplier site.	No
Create Freight Distribution	Check this checkbox to open the Freight window. Payables automatically creates a freight distribution from information you enter in the Freight window.	No
Distribution Set	Used to automatically create invoice distributions when invoice is not matched to a purchase order or when you do not want to enter the distributions manually.	Yes
Description	Enter relevant information for the invoice. Example PO# or IPAC#	Yes

Oracle Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Transaction Code	Project	Task	Expenditure Type	Expenditure Item Date	Expenditure Org	Rate Type	Exchange D
B302D-AP Inv							

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Hlds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Transaction Code	Displays the transaction code entered in the Enter Transaction Event window.	Yes
Project	If Project information is required it may be added in the invoice header when all lines of distribution are recorded to the same project and accounting string. Otherwise, insert required project information on each line of distribution as needed.	No
Task	Enter Tax related to a project.	No
Expenditure Type	Enter Expenditure Type if related to a project.	No
Expenditure Item Date	Enter Expenditure Item Date if related to a project.	No
Expenditure Organization	Enter Expenditure Organization if related to a project.	No
Rate Type	DOT does not use this functionality.	No
Exchange Date	DOT does not use this functionality.	No
Exchange Rate	DOT does not use this functionality.	No

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Functional Currency	Functional Curr Amount	Terms Date	Terms	Payment Method	Pa
USD		17-AUG-2002	PROMPT NET 30	Electronic	VE

Amount Paid: **USD**

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Functional Currency	Displays the Functional Currency	Display Only
Functional Curr Amount	Displays the Functional Currency amount.	Display Only
Terms Date	Defaults from the Date Invoice Received field. This date determines the scheduled payment date based on the Supplier terms.	Yes
Terms	Accept Terms default from the supplier master file or change using the List of Values.	Yes
Payment Method	Accept Payment Method default from the supplier master file or change using the List of Values.	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Pay Group	Pay Alone	Discountable Amount	Date Invoice Received	Date Goods Received	Prepayment Type
VENDOR	<input type="checkbox"/>	<23.51>	17-AUG-2002	<input type="text"/>	
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Hlds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Pay Group	Displays the Pay Group from the supplier master file. Change using the List of Values if necessary.	Yes
Pay Alone	Checkbox enabled based on information from the supplier master file.	Yes
Discountable Amount	Enter the invoice amount eligible for discount. Defaults to the invoice amount.	No
Date Invoice Received	Enter the Date Invoice Received from the supplier. If a date was entered in the Terms Date field it will default into this field.	Yes
Date Goods Received	Enter the Date Goods Received.	Yes
Prepayment Type	Select the Prepayment Type when the invoice type is prepayment.	No
Settlement Date	The date after which you can apply a temporary prepayment. Applies only to prepayment invoice type.	No
Prepayment PO Number	Enter an open purchase order number when associated it with a prepayment. Applies only to prepayment invoice type.	No
Tax Calculation Level	DOT does not use this functionality.	No
Tax Code	DOT does not use this functionality.	No

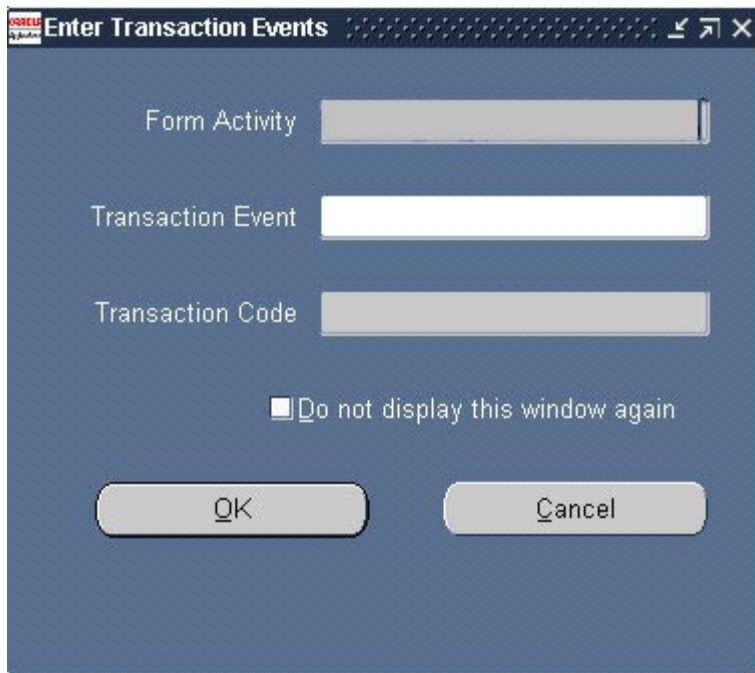
Tax Amount	DOT does not use this functionality.	No
Withholding Tax Group	DOT does not use this functionality.	No
Document Category Name	DOT does not use this functionality.	No
Document Sequence Name	DOT does not use this functionality.	No
Voucher Number	DOT does not use this functionality.	No
Approved	Displays the approved status.	Display Only
Amount	Use for reference when you put an invoice on hold for exceeding its authorized amount. Enter the maximum amount authorized for payment.	No
Approval Status	Use for reference when you put an invoice on hold for exceeding its authorized amount. Enter the status of authorization needed or current status of invoice authorization.	No
Approval Description	Use for reference when you put an invoice on hold for exceeding its authorized amount. Enter the status of authorization or how to obtain further authorization.	No
Cancelled By	Displays person who cancelled the invoice.	Display Only
Cancelled Date	Displays the date of cancellation.	Display Only
Cancelled Amount	Displays the original amount of the cancelled invoice.	Display Only
Liability Account	Accept default of zeros. This field is populated at the distribution level.	Display Only
Liability Description	Accept default of "NOT APPLICABLE". This field will be populated at the distribution level.	Display Only
Batch Name	Displays the Batch Name if entered as an invoice batch.	Display Only
DISPLAY ONLY AREA		
Amount Paid	Displays the amount that has been paid on the invoice. If the invoice has a payment currency, then it is also displayed.	Display Only
Holds	Displays the number of invoice holds. Payables does not include the Hold All Payments or Scheduled Payment Holds in this field.	Display Only
Status	Displays the status of the invoice.	Display Only
Approval	Display the Invoice Approval Workflow that routes invoices to designated individuals for approval.	Display Only
Distribution Total	Displays the sum of the invoice distribution amounts.	Display Only
Accounted	Displays Yes or No to indicate if the journal entry information for the invoice has been successfully accounted.	Display Only
Desc	Displays the invoice description.	Display Only

3. Select (I) Save.
4. To enter unmatched distributions:

Entering Invoice Distributions

Distributions

Oracle Public Sector Payables
N → Invoices → Entry → Invoice Batches
Enter Transaction Events



The screenshot shows a dialog box titled "Enter Transaction Events" with a dark blue background. It contains three input fields: "Form Activity" (a greyed-out field), "Transaction Event" (a white field), and "Transaction Code" (a greyed-out field). Below these fields is a checkbox labeled "Do not display this window again". At the bottom are two buttons: "OK" and "Cancel".

1. Select (B) Cancel on the Enter Transaction Events screen to exit. A Caution window will appear. Select (B) OK to bypass.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard						USD	

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total:

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

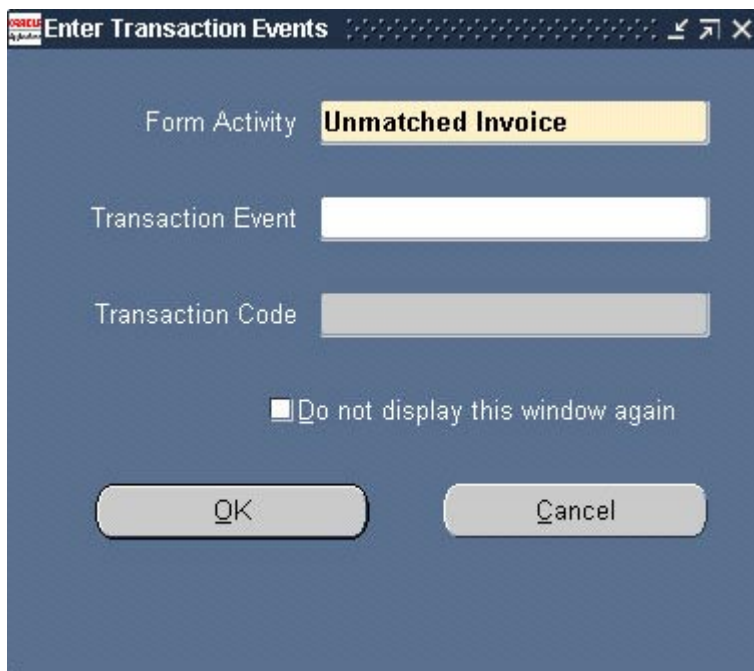
- Find the invoice you want to enter distributions for.

5. To create the distributions by matching to a Purchase Order:

Matching Credit and Debit Memos to Purchase Orders

Invoices

Oracle Public Sector Payables
N→Invoices→Entry→Invoice Batches
Invoices



Enter Transaction Events

Form Activity **Unmatched Invoice**

Transaction Event

Transaction Code

☐ Do not display this window again

OK Cancel

1. Select (B) Cancel on the Enter Transaction Events screen to exit. A Caution window will appear. Select (B) OK to bypass.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total
Actual Total

Tammy Enter Invoices

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invo	Invoice Amount	[]	GL
Standard						USD			

Amount Paid **USD**

Holds
Status **Never Approved**
Desc

Distribution Total
Accounted **No**

Actions... 1 Hlds Payments Match **Purchase Order**

Scheduled Payments Overview Distributions

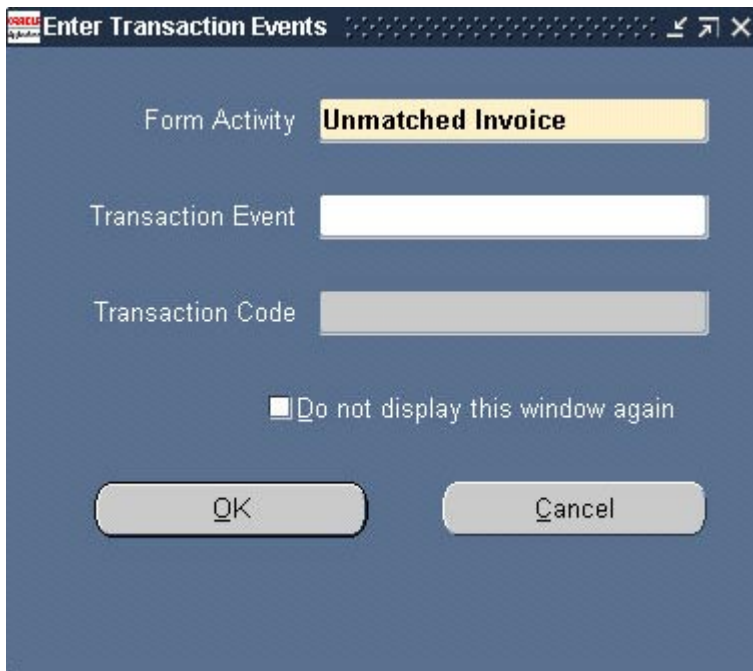
- Find the credit or debit memo you want to match to a purchase order.

6. To create the distributions by matching to a Receipt:

Matching Credit and Debit Memos to Receipts

Invoices

Oracle Public Sector Payables
N→Invoices→Entry→Invoices
Invoices



1. Select (B) Cancel on the Enter Transaction Events screen to exit. A Caution window will appear. Select (B) OK to bypass.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total
Actual Total

Tammy Enter Invoices

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invo	Invoice Amount	[]	GL
Standard						USD			

Amount Paid: **USD**

Holds:
Status: **Never Approved**
Desc:

Distribution Total:
Accounted: **No**

Actions... 1 Hlds Payments Match **Purchase Order** ▼

Scheduled Payments Overview Distributions

- Find the credit or debit memo you want to match to a receipt.

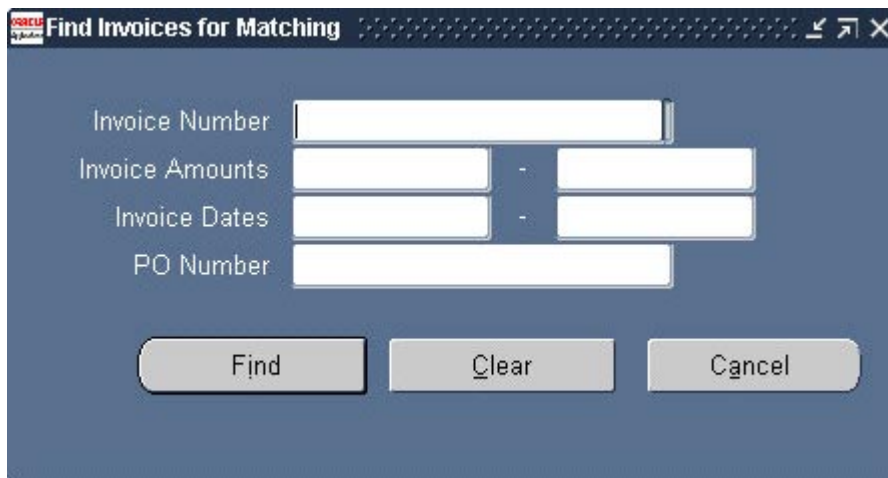
7. To create the distributions by matching to an Invoice:

Matching Credit and Debit Memos to Invoices

Find Invoices to Match

Oracle Public Sector Payables
N → Invoices → Entry → Invoices
Enter Transaction Events

1. Select (B) Cancel to exit the Enter Transaction Events screen. A caution window appears, select (B) OK to bypass the window. The Invoices screen will automatically appear.
2. Select (M) View: Find to open the Find Invoices screen. You want to find the credit or debit memo you want to match to.
3. Enter your search criteria to narrow the search for a particular invoice or group of invoices.
4. Select the credit or debit memo you want to match to
5. From the poplist next to the Match button, select Invoice as the type of document you want to match to.
6. Select (B) Match. The Find Invoices for Matching screen automatically appears.



FIND INVOICES FOR MATCHING		
Field Name	Comments	Required?
Invoice Number	Enter the original Invoice Number to match to the credit/debit memo.	Yes

Invoice Amounts	Enter the Invoice Amounts.	No
Invoice Dates	Enter the Invoice Dates.	No
PO Number	Enter the PO Number that was matched to the original invoice.	No

When you enter a credit/debit memo, you can match it to existing invoice(s) to have Oracle Public Sector Payables copy the accounting information and create invoice distributions for the credit/debit memo. You can match the credit memo to multiple invoices, and at different levels of detail. Your available choices depend on whether the original invoice was matched to a purchase order or not.

7. In the Find Invoices for Matching window, query the invoices you want to match and select (B) Find. If the credit or debit memo pertains to an invoice matched to a certain purchase order, query by purchase order number to see all invoices matched to that purchase order. Oracle Public Sector Payables navigates to the Match to Invoice screen.

Match to Invoices (FEDERAL RAILROAD ADMIN) - TW CR MEMO, 1120 VERMONT AVE ASSOC

Invoice Amount Distribution Total

Invoice						
Match	Credit Amount	Number	Date	Amount	PO Number	Receipt Number
<input checked="" type="checkbox"/>	<23.00>	TW 203	09-JUL-2001	16.00		
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Description

Status **Never Approved** Unpaid Amount **16.00**

Posted **No**

MATCH TO INVOICES		
Field Name	Comments	Required?
Invoice Amount	Displays the Amount of the credit/debit memo.	Display Only
Distribution Total	Displays the Distribution Total for the match.	Display Only
Matching Checkbox	Enable the checkbox to match to an invoice.	Yes
Credit Amount	Enter the credit/debit amount to be applied to the invoice.	Yes
Invoice Number	Displays the number of the invoice to be matched.	Display Only
Invoice Date	Displays the date of the invoice to be matched.	Display Only
Invoice Amount	Displays the amount of the invoice to be matched.	Display Only

PO Number	Displays the PO Number associated with the invoice to be matched when applicable.	Display Only
Receipt Number	Displays the Receipt number associated with the invoice to be matched when applicable.	Display Only
Description	Displays the Description of the selected invoice line.	Display Only
Status	Displays the Status of the selected invoice line.	Display Only
Unpaid Amount	Displays the Unpaid Amount of the selected invoice line.	Display Only
Posted	Displays the Posted status of the selected invoice line.	Display Only

8. Optionally, select (B) Invoice Overview to review more information about an invoice.
9. Select (B) Distribute to match the memo to a specific invoice distribution.

Match to Invoice Distributions (FEDERAL RAILROAD ADMIN) - TW 203

Control Amount Actual Amount

Match	Credit Amount	Type	Distribution Amount	Account
<input type="checkbox"/>		Item	4.00	2710152000.2000.5201000000.90130
<input type="checkbox"/>		Item	7.00	2710700000.2001.0901050000.40000
<input checked="" type="checkbox"/>	<5.00>	Item	5.00	2710700000.2001.0901060000.49999
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Description

Account Description

PO Number Receipt Number

MATCH TO INVOICE DISTRIBUTIONS		
Field Name	Comments	Required?
Control Amount	Displays the amount of the credit/debit memo.	Display Only
Actual Amount	Display the total amount of the distribution lines matched to the memo.	Display Only
Match Checkbox	Enable checkbox to match to a line of distribution.	Yes
Credit Amount	Enter the amount to be credited to the distribution line.	Yes
Type	Display the distribution type.	Display Only
Distribution Amount	Displays the amount for the distribution line.	Display Only
Account	Displays the accounting string for the distribution line.	Display Only

Description	Displays the Description of the items for the distribution line selected.	Display Only
Account Description	Displays the accounting string description of the distribution line selected.	Display Only
PO Number	Displays the PO Number associated with the distribution line selected, if applicable.	Display Only
Receipt Number	Displays the receipt number associated with the distribution line selected.	Display Only

10. Select (B) Match to create invoice distribution for the credit or debit memo based on the matches you have made.

Note: If this is a G schedule and the reclassification is for a prior year within the same fund value, select Y for the PYR Exclusion? descriptive flexfield located on the Invoice distribution.

Reviewing and Maintaining

- Identifying and resolving Matching issues
- Adjusting purchase order matched invoices

Identifying and Resolving Matching Issues

- Submit the Invoice on Hold Report each day to identify which invoices are on hold.

Adjusting Purchase Order Matched Invoices

- If you accidentally matched to the wrong purchase order, shipments, distributions, or receipt, you can reverse matched distributions and create new distributions by matching to new purchase order, shipments or distributions of the same purchase order or of another purchase order or a different receipt. If you add or reverse invoice distributions you must also change the scheduled payment amounts to match the new invoice total, or Oracle Payables will place holds on the invoice during approval.
- You can adjust the Account field of a purchase order matched invoice distribution. The Account can be changed only if you have not yet posted the invoice and if you have selected the Allow Matching Account Override Payables option.
- If a supplier submits a supplementary invoice for a change in unit price for an invoice you have matched to a purchase order, use a price correction to adjust the invoiced unit price of previously matched purchase order shipments or distributions without adjusting the quantity billed.

Summary

In this lesson you should have learned how to do the following:

- Match an Invoice to a PO shipment or distribution
- Match an Invoice to a receipt
- Review matching exceptions
- Adjust PO-matched invoices

Entering Basic Invoices

Chapter 6

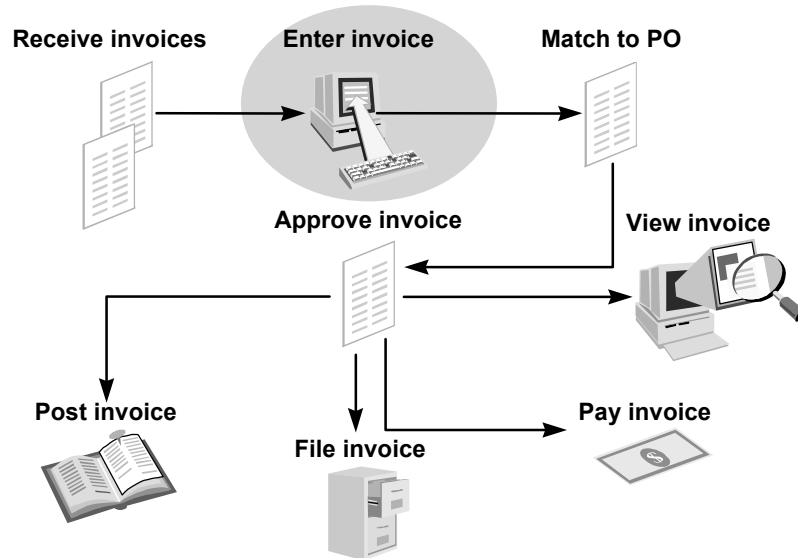
Entering Basic Invoices

Section Objectives

At the end of this section, you should be able to:

- Enter a basic invoice
- Enter a Distribution Set and apply it to an invoice
- Validating Invoices, using the AP Previewer responsibility

Entering Invoices



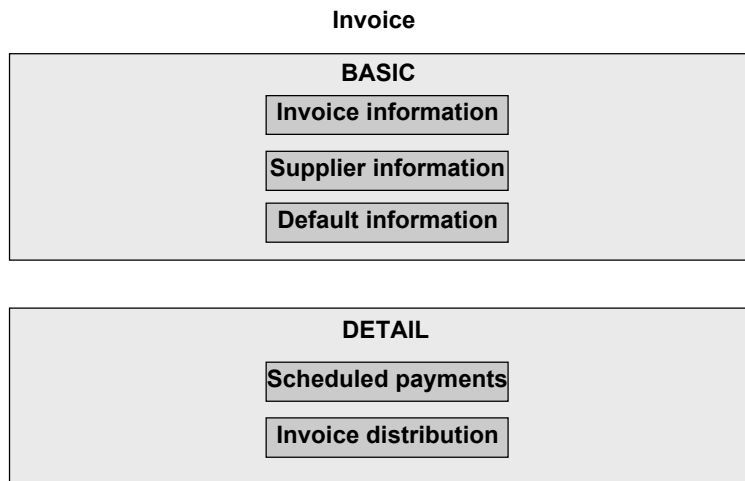
Overview

You can enter invoices in the Invoices window.

Oracle Payables Invoice Types

Type	Description
Standard	An invoice from a supplier representing an amount due for goods or services purchased. Standard invoices can be either matched to a PO or not matched.
Credit memo	A memo from a supplier representing a credit amount toward goods or services for which you have already been invoiced
Debit memo	An invoice you enter to record a credit for a supplier who does not send you a credit memo
Expense Reports	An invoice representing an amount due to an employee for business-related expenses
PO Default	An invoice you enter for matching to a purchase order. You enter a PO number, and Oracle Payables automatically provides supplier information.
Prepayments	A type of invoice you enter to pay an advance payment for expenses to a supplier or employee
QuickMatch	An invoice you enter for matching to a purchase order. You enter a PO number, and Oracle Payables automatically provides supplier information and matches to each shipment on the purchase order.
Mixed	An invoice you enter for matching to both purchase orders and invoices. You can enter either a positive or a negative amount for a Mixed Invoice.

Entering Invoice Information



Overview

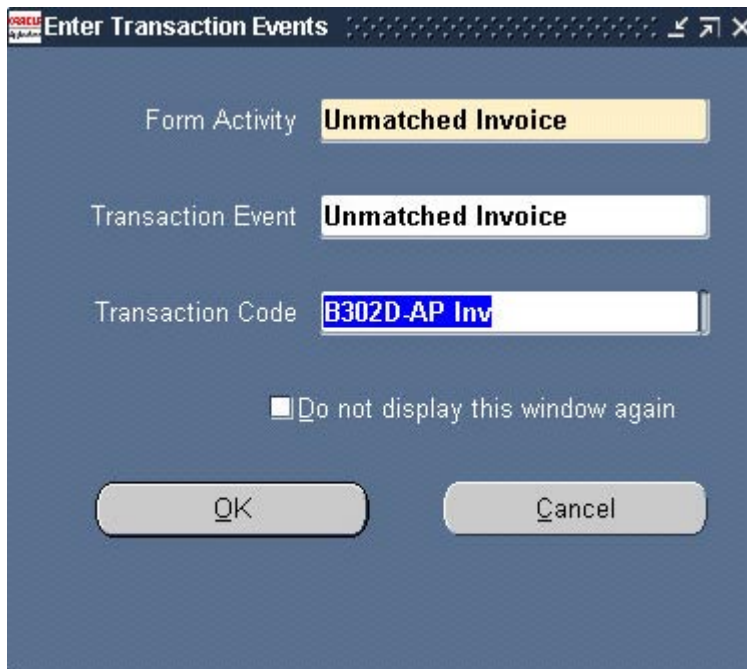
At a very basic level, invoices are entered, approved, paid, and posted. Therefore, basic invoice processing requires the following actions:

- Entry of header information including invoice type, supplier name, supplier site, invoice number, invoice date, and invoice amount.
- Entry of invoice payment details including payment terms and payment method.
- Entry of invoice accounting details, including the Accounting Flexfield (AFF) charge account or project information to which the invoice is charged.

Entering Unmatched Invoices

Enter Transaction Events

Oracle Public Sector Payables
N → Invoices → Entry → Invoice Batches
Enter Transaction Events



ENTER TRANSACTION EVENTS		
Field Name	Comments	Required?
Form Activity	Select Unmatched Invoice from LOV.	Yes
Transaction Event	Select Unmatched Invoice from LOV.	Yes
Transaction Code	Accept default Transaction Code or change to the appropriate code using the LOV.	Yes

1. Select (B) OK. The Invoices screen will automatically appear.
2. If using MarkView, select (I) Get Next.
3. Enter Invoice Header information. Use the tab key or scroll bar to navigate through the Invoices screen.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	1120 VERM	FRA521148526	WASHIN	15-AUG-2002	bet 01	USD	850.01

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **850.01**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES		
Field Name	Comments	Required?
Type	Enter the invoice Type	Yes
Supplier	Enter Supplier name.	Yes
Supplier Num	Defaults the Supplier Number associated with the supplier selected from the supplier master file or enter the Supplier Number and the supplier name will default.	Yes
Site	Select Supplier Site to which you will send payment of the invoice.	Yes
Invoice Date	Enter Invoice Date or use the tab key to default to the current date.	Yes
Invoice Num	Enter unique Invoice Number.	Yes
Invoice Curr	Displays the Invoice Currency default from the supplier master file.	Display Only
Invoice Amount	Enter the Invoice Amount. Enter a negative amount if processing a credit memo.	Yes

Oracle Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Withheld Amount	Prepaid Amount	[]	GL Date	Payment Curr	Payment Rate Date	Payment Rate Type
		NO	16-JUL-2002	USD	16-JUL-2002	

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **850.01**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Withheld Amount	Payables displays the amount withheld from the invoice based on automatic withholding tax calculations.	No
Prepaid Amount	The sum of prepayment amounts that have been applied to an invoice.	Display Only
Type of Travel Advance*	Enter Type of Travel Advance in the invoice descriptive flexfield from the LOV. Default is 'Not Travel Related'.	Yes
GL Date	Defaults the GL Date as the current, system date.	Yes
Payment Curr	Displays the Payment Currency. Defaults to USD.	Display Only
Payment Rate Date	The date the payment rate is effective. Defaults to current date.	Yes
Payment Rate Type	DOT does not use this functionality at this time. Field is not currently available.	No

- *Select Type of Travel Advance from the following:
 - Not Travel Related

Invoice

TYPE OF TRAVEL ADVANCE? NOT TRAVEL RELATED

OK Cancel Clear Help

INVOICES		
Field Name	Comments	Required?
Type of Travel Advance	Enter either "Not Travel Related" or the type of travel.	Yes

- Continuous Travel

Invoice

TYPE OF TRAVEL ADVANCE? CONTINUOUS TRAVEL

END OF TRAVEL DATE 15-JUL-2001

DATE LAST VOUCHER SUBMITTED 10-JUN-2001

TYPE OF EMPLOYEE FEDERAL CIVILIAN EMPLOYEE

OK Cancel Clear Help

INVOICES		
Field Name	Comments	Required?
Type of Travel Advance	Continuous Travel	Yes
End of Travel Date	Enter the ending travel date.	Yes
Date Last Voucher Submitted	Enter the date the person's last voucher was submitted.	Yes
Type of Employee	Enter the type of employee.	Yes

- PCS Travel

Invoice

TYPE OF TRAVEL ADVANCE? PCS TRAVEL

END DATE OF TRAVEL 10-JUL-2001

TYPE OF EMPLOYEE FEDERAL CIVILIAN EMPLOYEE

OK Cancel Clear Help

INVOICES

Field Name	Comments	Required?
Type of Travel Advance	PCS TRAVEL	Yes
End of Travel Date	Enter the ending travel date.	Yes
Type of Employee	Enter the type of employee.	Yes

- TDY Travel

Invoice

TYPE OF TRAVEL ADVANCE? **TDY TRAVEL**

END OF TRAVEL DATE **10-JUL-2001**

TYPE OF EMPLOYEE **FEDERAL CIVILIAN EMPLOYEE** FEDERAL CIVILIAN EM

OK Cancel Clear Help

INVOICES		
Field Name	Comments	Required?
Type of Travel Advance	TDY TRAVEL	Yes
End of Travel Date	Enter the ending travel date.	Yes
Type of Employee	Enter the type of employee.	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Payment Rate	Payment Amount	Freight Amount	Create Freight Distribution	Distribution Set	Description
	850.01		<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Amount Paid: USD 0.00

Holds: 0

Status: Never Validated

Approval: Not Required

Distribution Total: 850.01

Accounted: No

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Payment Rate	DOT does not use this functionality at this time. Field is not available.	No
Payment Amount	Displays the Payment Amount.	Display Only
Freight Amount	Enter the Freight Amount. If applicable enter a different Account, Tax Name, and Description in the Freight screen which will appear when Create Freight Distribution checkbox is enabled.	No
Create Freight Distribution	Create Freight Distribution is automatically enabled if freight amount is entered. Deselect checkbox if you do not want Payables to create distribution or you need to prorate.	No
Distribution Set	A predefined Distribution Set can be selected when an invoice is not being matched to a purchase order. To set up a predefined Distribution Set, refer to <i>Defining a Distribution Set</i> .	No
Description	Enter the PO# or reference. This will print on the check stub.	Yes
Transaction Code	Displays the Transaction Code. Entered in the Enter Transaction Event window.	Yes
Project	If Project information is required it may be added in the invoice header when all lines of distribution are recorded to the same project and accounting string. Otherwise, insert required project information on each line of distribution as needed.	No
Task	Enter Task related to a project.	No
Expenditure Type	Enter Expenditure Type if related to a project.	No
Expenditure Item Date	Enter Expenditure Item Date if related to a project.	No
Expenditure Organization	Enter Expenditure Organization if related to a project.	No
Rate Type	DOT does not use this functionality at this time	Display Only
Exchange Date	DOT does not use this functionality at this time.	Display Only
Exchange Rate	DOT does not use this functionality at this time.	Display Only

SOA Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Functional Currency	Functional Curr Amount	Terms Date	Terms	Payment Method	Pa
USD		16-JUL-2002	PROMPT NET 30	Electronic	VE

Amount Paid **USD**

Holds

Status **Never Validated**

Approval **Not Required**

Distribution Total

Accounted **No**

Desc

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Functional Currency	Displays the Functional Currency.	Display Only
Functional Amount	Displays the Functional Currency amount.	No
Terms Date	Defaults from the Date Invoice Received field. This date determines the scheduled payment date based on the Supplier payment terms.	Yes
Terms	Accept Terms default from the supplier master file or change using the List of Values.	Yes
Payment Method	Accept Payment Method default from the supplier master file or change using the List of Values.	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Pay Group	Pay Alone	Discountable Amount	Date Invoice Received	Date Goods Received	Prepay
VENDOR	<input checked="" type="checkbox"/>	850.01	16-JUL-2002		
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Amount Paid: **USD**

Holds: Status: **Never Validated** Approval: **Not Required**

Distribution Total: **850.01** Accounted: **No** Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Pay Group	Displays the Pay Group from the supplier master file.	Yes
Pay Alone	Checkbox enabled based on information from the supplier master file.	Yes
Discountable Amount	Enter the invoice amount eligible for discount. Defaults the invoice amount.	Yes
Date Invoice Received	Enter the date the invoice is received (date stamped in the Payables office). The date entered in this field will default into the Terms Date field.	Yes
Date Goods Received	Enter date goods are received, if applicable.	Yes
Prepayment Type	Select Prepayment Type when the invoice type is Prepayment.	No
Settlement Date	The date after which you can apply a temporary prepayment. Applies only to the Prepayment invoice type.	No
Prepayment PO Number	Enter an open purchase order number when associating it with a prepayment. Applies only to the Prepayment invoice type.	No
Tax Calculation Level	DOT does not use this functionality.	No
Tax Code	DOT does not use this functionality.	No
Tax Amount	DOT does not use this functionality.	No
Withholding Tax Group	DOT does not use this functionality.	No
Document Category Name	DOT does not use this functionality.	No

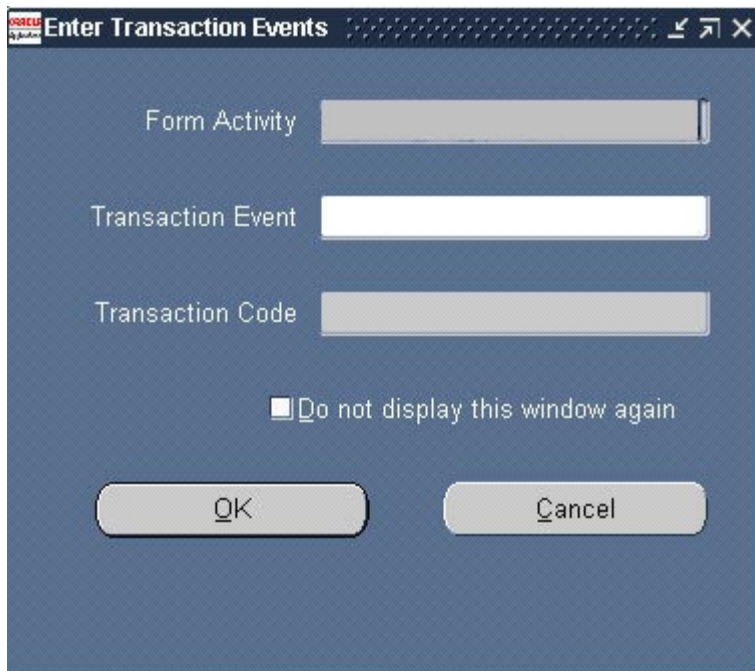
Document Sequence Name	DOT does not use this functionality.	No
Voucher Number	DOT does not use this functionality.	No
Approved Amount	Displays the maximum amount authorized for payment against an invoice.	Display Only
Approval Status	Displays the type of authorization needed or current status of invoice authorization.	Display Only
Approval Description	Displays the status of authorization or how to obtain further authorization.	Display Only
Cancelled By	Displays the person who cancelled the invoice.	Display Only
Cancelled Date	Displays the date of cancellation.	Display Only
Cancelled Amount	Displays the original amount of the cancelled invoice.	Display Only
Liability Account	Accept default of zeros. This field will be populated at the distribution level.	Display Only
Liability Description	Accept default of "NOT APPLICABLE". This field will be populated at the distribution level.	Display Only
Batch Name	Displays the Batch Name if entered as an invoice batch.	Display Only
Display Only Region		
Amount Paid	Displays the amount that has been paid on the invoice. If the invoice has a payment currency, then it is also displayed.	Display Only
Holds	Displays the number of invoice holds. Payables does not include the Hold All Payments or scheduled payment holds in this field.	Display Only
Status	Displays the validation status of the invoice.	Display Only
Approval	This Invoice approval Workflow routes invoices to designated individuals for approval.	No
Distribution Total	Displays the sum of the invoice distribution amounts.	Display Only
Accounted	Displays Yes or No to indicate if the journal entry information for the invoice has been successfully accounted.	Display Only
Desc	Displays the invoice description.	Display Only

4. Select (I) Save, to save the Invoice header information.
5. If using MarkView, select (I) Save on the MarkView toolbar if any changes were made to the image.
6. Enter the Invoice Distributions.

Entering Invoice Distributions

Distributions

Oracle Public Sector Payables
N → Invoices → Entry → Invoice Batches
Enter Transaction Events

The image shows a screenshot of a software window titled "Enter Transaction Events". The window has a dark blue header bar with the title and standard window controls (minimize, maximize, close). Below the header, there are three input fields: "Form Activity" (a greyed-out field), "Transaction Event" (a white field), and "Transaction Code" (a greyed-out field). Below these fields is a checkbox labeled "Do not display this window again". At the bottom of the window are two buttons: "OK" and "Cancel".

1. Select (B) Cancel on the Enter Transaction Events screen to exit. A Caution window will appear. Select (B) OK to bypass.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard						USD	

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total:

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

- Find the invoice you want to enter distributions for.

Finding Invoices Using Invoices Inquiry Invoices

Find Invoices

Oracle Public Sector Payables

N → Invoices → Inquiry → Invoice Batches

Find Invoices

Find Invoices

Supplier

Name Number
Site Taxpayer ID
PO Num PO Shipment:

Invoice

Number Terms:
Type Pay Group:
Amounts - Invoice Batch
Dates - Currency

Invoice Status

Paid
Accounted
Status

Holds

Status
Name
Reason

Voucher Audit

Category
Name
Numbers -

Invoice Template

Number
Period Type

Calculate Balance Owed... Clear New Find

1. Enter information in one or more fields to narrow the search for an invoice or group of invoices.

FIND INVOICES		
Supplier Area		
Field Name	Comments	Required?
Name	Select the supplier name using the LOV.	No
Number	Enter the supplier number if necessary. The number will default if the supplier name is entered.	No
Site	Select the site of the supplier.	No

Taxpayer ID	Enter the taxpayer's ID number.	No
PO Num	Enter the PO Number related to the invoice you are querying. The supplier name, number and taxpayer ID will default.	No
PO Shipment/PO Line/PO Release Drop Down List	Select the region of the PO to be queried. Cursor will default to the blank field to the right. Choose the appropriate shipment, line or release from the LOV.	No
Invoice Area		
Number	Enter invoice number.	No
Optional Drop Down List	Two options can be chosen from the following: Payment Method, Pay Group, Terms, USSGL Code, Project, Task, Expenditure Type and Expenditure Org. Upon selecting an option the cursor will default to the blank field to the right. Select the appropriate data from the LOV.	No
Type	Select type of invoice from the drop down list.	No
Amounts	Enter a range of amounts to be queried.	No
Invoice Batch	Select an invoice batch name from the LOV.	No
Dates	Enter a range of dates to be queried.	No
Currency	Select the type of currency from the LOV.	No
Invoice Status Area		
<i>Activates when data is entered into a field within the Invoice area.</i>		
Paid	Select the payment status from the drop down list.	No
Accounted	Select the appropriate accounted status from the drop down list.	No
Status	Select the status of the invoices to be queried from the drop down list.	No
Holds Area		
<i>Activates when data is entered into the other applicable areas. This area only displays invoice holds, not supplier holds. This area is not required.</i>		
Status	Select the hold status from the drop down list.	No
Name	Select the hold name from the LOV.	No
Reason	Accept the default.	Display Only
Voucher Audit Area		
<i>If you use sequential voucher numbers, you can locate each invoice based on its unique voucher number.</i>		
Category	Select the type of invoices to audit from LOV.	No
Name	Select the name of the supplier from LOV.	No
Numbers	Enter the voucher numbers to be audited.	No
Invoice Template Area		
Number	Enter the number of the invoice template if applicable to agency.	No
Period Type	Enter the period type to be queried using the LOV.	No

2. Select (B) Find. The Invoices screen displays all invoices that fit your criteria.

3. Select (B) Distributions.

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Total: 100.00
Distribution Total: 0.00

Num	Type	Amount	Tax Code	GL Date	Account
1	Item			16-AUG-2002	

Status: Never Validated Accounted: No PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS		
Field Name	Comments	Required?
Number	Accept default to sequential numbering.	Yes
Type	Select distribution Type from List of Values. Choose Item for goods or services. Choose Miscellaneous for other expenses on an invoice that are not freight or tax.	Yes
Amount	Enter the distribution Amount that will charge the General Ledger Account.	Yes
Tax Code	Enter a Tax Code if applicable.	No
GL Date	Accept default from the invoice, or change to any date in an open or future period. Payables use the GL Date to determine when to create a journal entry for the distribution.	Yes
Account	Enter the Account to be charged using the List of Values. Refer to the next screen shot for details on the Account field.	Yes

- Enter the amount in the Amount field and tab to the Account field.
- When the Alias screen appears, enter an Alias or select (B) OK to enter the distribution.

FRA_AFF

FUND **2710700000** SAFETY AND OPERATIONS, FRA, FY-01, DIRECT

BUDGET YEAR **2001** BY 2001

BPAC **0903000000** SAL EXP OFC RESEARCH & DEVELOPMENT

ORGANIZATION **9030000000** RESEARCH & DEVELOPMENT, OFFICE OF

OBJECT CLASS **233F0** RENTAL - TELEPHONE EQUIPMENT

SGL ACCOUNT **61006600** N,P - OPERATING EXPENSES/PROGRAM COSTS

FUTURE 1 **0000000000** NOT APPLICABLE

FUTURE 2 **0000000000** NOT APPLICABLE

FUTURE 3 **0000000000** NOT APPLICABLE

FUTURE 4 **0000000000** NOT APPLICABLE

OK Cancel Combinations Clear Help

AFF		
Field Name	Comments	Required?
Alias (separate window)	Select the account Alias.	Yes
Fund	Select the account Fund.	Yes
Budget Year	Select the Budget Year.	Yes
BPAC	Select the account BPAC.	Yes
Organization	Select the Organization.	Yes
Object Class	Select the Object Class.	Yes
SGL Account	Select the SGL Account.	Yes
Future 1-4 Fields	Accept default of zeros. Fields are not applicable at this time.	Yes

6. Select (B) OK to return to Distributions screen, to continue input.

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Includes Tax	Track as Asset	Description	Income Tax Type	Income Tax Region	P
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
[]	See Invoice Distribution DFF grid below	No
Includes Tax	Enable checkbox to indicate if a distribution amount includes tax. DOT does not use this functionality at this time.	No
Track as Asset	Verify the checkbox has been enabled when the account type is an asset.	No
Description	Accept default from invoice header or change accordingly per distribution line.	Yes
Income Tax Type	Displays the Income Tax Type from the supplier master file.	Display Only
Income Tax Region	Displays the Income Tax Region from the supplier master file's site region.	Display Only

Invoice Distribution

EXTERNAL REFERENCE 1

PYR EXCLUSION? **Y** EXCLUDE FROM PYR

OK Cancel Clear Help

INVOICE DISTRIBUTION

Field Name	Comments	Required?
External Reference1	Free form field used primarily for interfaces	No
PYR Exclusion?	Defaults in as N. Select Y to exclude from PYR processing.	Yes

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Final Match	Match Quantity	Price	PO Number	PO Line Num	PO Shipment Num	PO Distribution Num	Receipt Num
No							

Status **Never Validated** Accounted **No** PO Number

Account Description

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Final Match	Enter No if invoice is not purchase order matched. Enter Yes only if the distribution is matched to purchase order and you want the system to permanently close the purchase order during validation.	No
Match Quantity	Displays the quantity billed if invoice is matched to a purchase order. If distribution is not matched, Payables leaves the field blank.	Display Only
Price	Displays the invoice unit price for a distribution created by purchase order matching. If distribution is not matched, Payables leaves the field blank.	Display Only
PO Number	Displays the purchase order to which the distribution is matched.	Display Only
PO Line Num	PO Line Number to which the distribution is matched.	Display Only
PO Shipment Num	PO Shipment Number to which the distribution is matched.	Display Only
PO Distribution Num	PO Distribution Number to which the distribution is matched.	Display Only
Receipt Num	Receipt Number to which the distribution is matched.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Quantity	Unit of Measure

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Project	Enter the Project number using the List of Values if distribution is project related.	No
Task	Enter project Task if Project number is entered.	No
Expenditure Type	Enter Expenditure Type if Project number is entered.	No
Expenditure Organization	Enter Expenditure Organization if Project number is entered.	No
Expenditure Item Date	Enter Expenditure Item Date if Project number is entered.	No
Quantity	DOT does not use this functionality at this time.	No
Unit of Measure (UOM)	Displays a statistical unit if you have defined one for the distribution's account in the general ledger.	No

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 11:20 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Prepayment Number	Prepayment Distribution	Prepay Amt Remaining	Statistical Qty	Withholding Tax Group

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Prepayment Number	The invoice number of the prepayment applied to the invoice.	Display Only
Prepayment Distribution	Prepayment Distribution.	Display Only
Prepay Amt Remaining	For item distributions of a prepayment, this field displays the total Item distribution amount that has not yet been applied to an invoice.	Display Only
Statistical Qty	Statistical quantity based on the unit of measure.	Display Only
Withholding Tax Group	Withholding Tax group for the distribution. Not used by DELPHI.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 11:20 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Withholding Tax Creation Type	Status	Accounted	Receipt Date	Merchant Doc Num	Merchant Name
	Never Validated	No			

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Withholding Tax Creation Type	Not used by DELPHI.	Display Only
Status	Validation status of the distribution.	Display Only
Accounted	Payables displays yes or no to indicate if accounting entries have been created for the distribution.	Display Only
Receipt Date	Not used by DELPHI.	Display Only
Merchant Doc Num	Not used by DELPHI.	Display Only
Merchant Name	Not used by DELPHI.	Display Only
Merchant Tax Reg Num	Not used by DELPHI.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 11:20 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Merchant Taxpayer ID	Merchant Reference	Country of Supply	USSGL Transaction Code	Encumbered
				No

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Merchant Taxpayer Id	Not used by DELPHI.	Display Only
Merchant Reference	Not used by DELPHI.	Display Only
Country of Supply	Not used by DELPHI.	Display Only
USSGL Transaction Code	Enter the Transaction Code for the distribution.	Yes
Encumbered	Not used by DELPHI.	Display Only

7. Select (I) Save, to save invoice distribution lines.

Using AutoEntry Defaults to Speed Invoice Entry

- Oracle Payables assigns Financials and Payables defaults to suppliers.
- Oracle Payables assigns supplier defaults to all the sites for a supplier.
- Oracle Payables assigns supplier site defaults to all the invoices for a supplier site.
- You can override most of the default values.
- You can select a Distribution Set in the invoice header to automatically enter AFF/Project information for an invoice.

Defining a Distribution Set

Distribution Sets

Oracle Public Sector Payables

N → Setup → Invoice → Distribution Sets

Distribution Sets

Distribution Sets (FEDERAL RAILROAD ADMIN)

Name: **UTILITIES EXPENSES** Type: **Full**

Description: **FULL DISTRIBUTION SET FOR FRA UTILITIES**

Inactive On: []

Num	%	Project Related	Account	Description	Income Tax Type	Tax Code
1	50	<input type="checkbox"/>	2710700000.2001.0901050000.40000000	DIVISION 1		
2	50	<input type="checkbox"/>	2710700000.2001.0901050000.40400000	DIVISION 2		
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				

Account Description: **SAFETY AND OPERATIONS, FR.BY 2001.SAL EXP ADMINISTRATION F.I.F.I.**

Project Information

1. Use a distribution set to automatically enter distributions for an invoice when you are not matching to a purchase order.
2. Assign a default distribution set to a supplier site so that Oracle Public Sector Payables will use it for every invoice you enter for that supplier site, or assign a distribution set to an invoice when you enter it.

DISTRIBUTION SETS		
Field Name	Comments	Required?
Name	Enter a name that describes the use of the Distribution Set, and identify the distribution set as either full (with all percent amounts totaling 100%) or skeleton (with all percent amounts equaling 0%).	Yes

Type	Displays the Type based on percentage entered.	Display Only
Description	Enter Description of distribution set.	Yes
Inactive On	Enter only when deactivating set.	No
Num	Enter in numerical sequence.	Yes
(%)	Enter percentage of the invoice amount that pertains to the distribution line.	Yes
Project Related	Enable checkbox if project related. See task 3 for further information.	No
Account	Select accounting string from LOV using the appropriate screens for accounts.	Yes
Description	Enter Description related to the line.	Yes
Income Tax Type	This field is not used in DELPHI at this time.	No
Income Tax Code	This field is not used in DELPHI at this time.	No
Account Description	Displays the Account Description from the Account field.	Display Only

- If the Project Related checkbox is enabled in the Distribution Sets screen the Project Information Screen will appear. Complete the information and Select (B) OK to return to the Distribution Sets Screen continue entering data in the remaining fields.

Project Information (FEDERAL RAILROAD ADMIN)

Project: 27RR0000001

Task: 0160140100

Award Number:

Expenditure

Type: 233V0

Organization: 7000000000

Cancel OK

PROJECT INFORMATION		
Field Name	Comments	Required?
Project	Enter the Project number from LOV.	Yes
Task	Enter the Task number from LOV.	Yes
Expenditure Area		
Type	Enter the Project Type from LOV.	Yes
Organization	Enter the Project Organization from LOV.	Yes

- Select (I) Save, to save Distribution Set.

Entering Distributions Manually

Invoice Distribution Types

Type	Description
Item	Records the amount a supplier charges for goods or services purchased
Freight	Records the amount a supplier charges for shipping and handling
Miscellaneous	Records the amount for miscellaneous expenses on an invoice

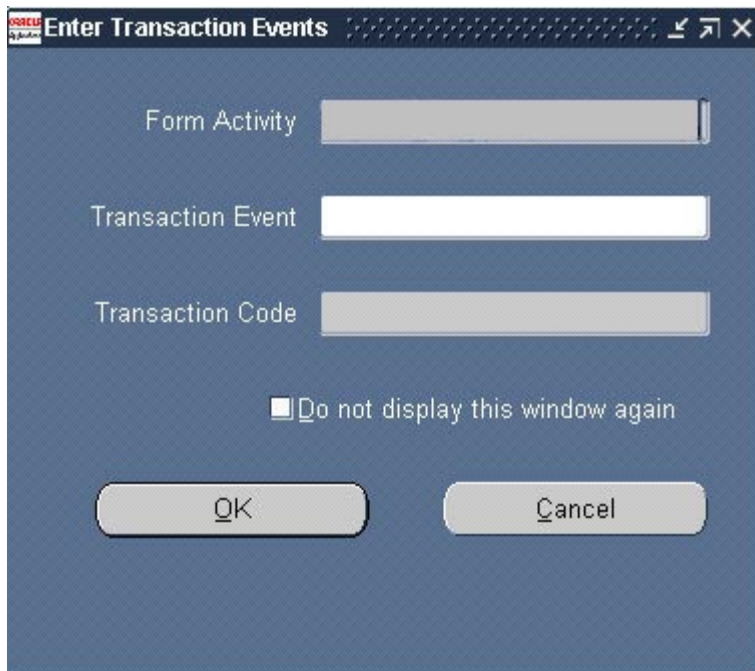
Entering Distributions Manually

1. Select a distribution type. Select Item for goods or services you ordered. Select Miscellaneous for other expenses on an invoice that is not freight expense.
2. Enter the amount for the distribution line.
3. The GL date will default in from the system date. The distribution GL date determines the accounting period to which the distribution will post in the general ledger.
4. Enter Accounting Flexfield information in the Account field or enter project data into the appropriate fields to determine where the invoice gets charged. If you enter an asset type account, Oracle Payables automatically selects the Track as Asset check box, and you cannot change it. If you enter an expense account and want to import this distribution to Oracle Assets, select the Track as Asset check box. Note that data must be transferred to the general ledger prior to importing asset data to Oracle Fixed Assets.

Entering Invoice Distributions

Distributions

Oracle Public Sector Payables
N → Invoices → Entry → Invoice Batches
Enter Transaction Events



The screenshot shows a dialog box titled "Enter Transaction Events" with a dark blue background. It contains three input fields: "Form Activity" (disabled, grey), "Transaction Event" (active, white), and "Transaction Code" (disabled, grey). Below these fields is a checkbox labeled "Do not display this window again". At the bottom are two buttons: "OK" and "Cancel".

1. Select (B) Cancel on the Enter Transaction Events screen to exit. A Caution window will appear. Select (B) OK to bypass.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard						USD	

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total:

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

- Find the invoice you want to enter distributions for.

3. Select (B) Distributions.

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Total: 100.00
Distribution Total: 0.00

Num	Type	Amount	Tax Code	GL Date	Account
1	Item			16-AUG-2002	

Status: Never Validated Accounted: No PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS		
Field Name	Comments	Required?
Number	Accept default to sequential numbering.	Yes
Type	Select distribution Type from List of Values. Choose Item for goods or services. Choose Miscellaneous for other expenses on an invoice that are not freight or tax.	Yes
Amount	Enter the distribution Amount that will charge the General Ledger Account.	Yes
Tax Code	Enter a Tax Code if applicable.	No
GL Date	Accept default from the invoice, or change to any date in an open or future period. Payables use the GL Date to determine when to create a journal entry for the distribution.	Yes
Account	Enter the Account to be charged using the List of Values. Refer to the next screen shot for details on the Account field.	Yes

4. Enter the amount in the Amount field and tab to the Account field.

5. When the Alias screen appears, enter an Alias or select (B) OK to enter the distribution.

FRA_AFF

FUND **2710700000** SAFETY AND OPERATIONS, FRA, FY-01, DIRECT

BUDGET YEAR **2001** BY 2001

BPAC **0903000000** SAL EXP OFC RESEARCH & DEVELOPMENT

ORGANIZATION **9030000000** RESEARCH & DEVELOPMENT, OFFICE OF

OBJECT CLASS **233F0** RENTAL - TELEPHONE EQUIPMENT

SGL ACCOUNT **61006600** N,P - OPERATING EXPENSES/PROGRAM COSTS

FUTURE 1 **0000000000** NOT APPLICABLE

FUTURE 2 **0000000000** NOT APPLICABLE

FUTURE 3 **0000000000** NOT APPLICABLE

FUTURE 4 **0000000000** NOT APPLICABLE

OK Cancel Combinations Clear Help

AFF		
Field Name	Comments	Required?
Alias (separate window)	Select the account Alias.	Yes
Fund	Select the account Fund.	Yes
Budget Year	Select the Budget Year.	Yes
BPAC	Select the account BPAC.	Yes
Organization	Select the Organization.	Yes
Object Class	Select the Object Class.	Yes
SGL Account	Select the SGL Account.	Yes
Future 1-4 Fields	Accept default of zeros. Fields are not applicable at this time.	Yes

6. Select (B) OK to return to Distributions screen, to continue input.

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Includes Tax	Track as Asset	Description	Income Tax Type	Income Tax Region	P
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
[]	See Invoice Distribution DFF grid below	No
Includes Tax	Enable checkbox to indicate if a distribution amount includes tax. DOT does not use this functionality at this time.	No
Track as Asset	Verify the checkbox has been enabled when the account type is an asset.	No
Description	Accept default from invoice header or change accordingly per distribution line.	Yes
Income Tax Type	Displays the Income Tax Type from the supplier master file.	Display Only
Income Tax Region	Displays the Income Tax Region from the supplier master file's site region.	Display Only

Invoice Distribution

EXTERNAL REFERENCE 1

PYR EXCLUSION? **Y** EXCLUDE FROM PYR

OK Cancel Clear Help

INVOICE DISTRIBUTION

Field Name	Comments	Required?
External Reference1	Free form field used primarily for interfaces	No
PYR Exclusion?	Defaults in as N. Select Y to exclude from PYR processing.	Yes

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Final Match	Match Quantity	Price	PO Number	PO Line Num	PO Shipment Num	PO Distribution Num	Receipt Num
No							

Status **Never Validated** Accounted **No** PO Number

Account Description

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Final Match	Enter No if invoice is not purchase order matched. Enter Yes only if the distribution is matched to purchase order and you want the system to permanently close the purchase order during validation.	No
Match Quantity	Displays the quantity billed if invoice is matched to a purchase order. If distribution is not matched, Payables leaves the field blank.	Display Only
Price	Displays the invoice unit price for a distribution created by purchase order matching. If distribution is not matched, Payables leaves the field blank.	Display Only
PO Number	Displays the purchase order to which the distribution is matched.	Display Only
PO Line Num	PO Line Number to which the distribution is matched.	Display Only
PO Shipment Num	PO Shipment Number to which the distribution is matched.	Display Only
PO Distribution Num	PO Distribution Number to which the distribution is matched.	Display Only
Receipt Num	Receipt Number to which the distribution is matched.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Quantity	Unit of Measure

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Project	Enter the Project number using the List of Values if distribution is project related.	No
Task	Enter project Task if Project number is entered.	No
Expenditure Type	Enter Expenditure Type if Project number is entered.	No
Expenditure Organization	Enter Expenditure Organization if Project number is entered.	No
Expenditure Item Date	Enter Expenditure Item Date if Project number is entered.	No
Quantity	DOT does not use this functionality at this time.	No
Unit of Measure (UOM)	Displays a statistical unit if you have defined one for the distribution's account in the general ledger.	No

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 11:20 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Prepayment Number	Prepayment Distribution	Prepay Amt Remaining	Statistical Qty	Withholding Tax Group

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Prepayment Number	The invoice number of the prepayment applied to the invoice.	Display Only
Prepayment Distribution	Prepayment Distribution.	Display Only
Prepay Amt Remaining	For item distributions of a prepayment, this field displays the total Item distribution amount that has not yet been applied to an invoice.	Display Only
Statistical Qty	Statistical quantity based on the unit of measure.	Display Only
Withholding Tax Group	Withholding Tax group for the distribution. Not used by DELPHI.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 11:20 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Withholding Tax Creation Type	Status	Accounted	Receipt Date	Merchant Doc Num	Merchant Name
	Never Validated	No			

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Withholding Tax Creation Type	Not used by DELPHI.	Display Only
Status	Validation status of the distribution.	Display Only
Accounted	Payables displays yes or no to indicate if accounting entries have been created for the distribution.	Display Only
Receipt Date	Not used by DELPHI.	Display Only
Merchant Doc Num	Not used by DELPHI.	Display Only
Merchant Name	Not used by DELPHI.	Display Only
Merchant Tax Reg Num	Not used by DELPHI.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 11:20 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Merchant Taxpayer ID	Merchant Reference	Country of Supply	USSGL Transaction Code	Encumbered
				No

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Merchant Taxpayer Id	Not used by DELPHI.	Display Only
Merchant Reference	Not used by DELPHI.	Display Only
Country of Supply	Not used by DELPHI.	Display Only
USSGL Transaction Code	Enter the Transaction Code for the distribution.	Yes
Encumbered	Not used by DELPHI.	Display Only

7. Select (I) Save, to save invoice distribution lines.

Entering G Schedules

Enter Invoice Batches

Oracle Public Sector Payables

N → Invoices → Entry → Invoice Batches

Invoice Batches

Batch Name	Date	Control Count	Control Amount	Act
FRA - RECLASS 1	14-MAR-2002	2	0	

Create Accounting Approve 1 Invoices

1. Create an invoice batch. This will allow the reversal of the original invoice and the reclassification invoice to be grouped in the same batch. This batch should result in the net effect of **\$0.00**. In the Invoice Batches window enter the following information.

INVOICE BATCHES		
Field Name	Comments	Required?
Batch Name	Enter a unique batch name using the batch naming convention. Use a batch name that will be easily identified as a G Schedule.	Yes
Date	Accept the default of the current date.	Yes
Control Count	Enter 2 in the control count if only one invoice is to be reclassified, if more than one is being reclassified make sure to double the number of invoices being reclassified.	Yes
Control Amount	Enter the control amount of invoices as \$0.00 if batch only contains G Schedule invoices.	Yes

	Actual Invoice Count	Actual Invoice Total	Invoice Count Difference	Invoice Total Difference	Invoice Curr
			2		

[Create Accounting](#)
[Approve 1](#)
[Invoices](#)

INVOICE BATCHES (continued using scroll bar)		
Field Name	Comments	Required?
Actual Invoice Count	The Actual Invoice Count defaults in once the actual invoice is entered.	Display Only
Actual Invoice Total	The Actual Invoice Total defaults in once the actual invoice is entered.	Display Only
Invoice Count Difference	This field shows a difference if the Invoice Count on the Invoice Batch window is different than the count actually entered.	Display Only
Invoice Total Difference	This field shows a difference if the Invoice Total on the Invoice Batch window is different than the total actually entered.	Display Only

	Invoice Curr	Payment Terms	Invoice Type	Pay Group	Payment Priority	Docum
			Standard	GOVERNMENT NO		

[Create Accounting](#)
[Approve 1](#)
[Invoices](#)

INVOICE BATCHES (continued using scroll bar)		
Field Name	Comments	Required?
Invoice Curr	This field displays the Invoice Currency if it is different from the Invoice Batch Currency.	No

Payment Terms	Enter Standard Immediate in the payment terms field. (This will ensure that the reclassification will be created immediately.)	No
Invoice Type	Enter Standard as the invoice type.	Yes
Pay Group	Enter Vendor No Check, Government No Check or Employee No Check in the pay group field.	Yes
Payment Priority	A number between 1 (high) and 99 (low) that represents the priority of a payment. If you do not enter a batch default, then the default payment priority from each invoice will be from the supplier site.	No

INVOICE BATCHES (continued using scroll bar)		
Field Name	Comments	Required?
Document Category	Optionally enter a document Category.	No
GL Date	The default GL date for each invoice in the batch and its distributions.	No
Payment Curr	This field displays the Payment Currency if it is different from the Payment Batch Currency.	No
Hold Name	Hold you want to apply to each invoice.	No
Hold Reason	If the Invoice is on Hold the reason will display in this field.	No

Hold Name	Hold Reason	Liability Account	Liability Description

INVOICE BATCHES (continued using scroll bar)		
Field Name	Comments	Required?
Hold Reason	If the Invoice is on Hold the reason will display in this field.	No
Liability Account	Account for the liability of each invoice. Leave blank to use the supplier site default.	No
Liability Description	Displays the Liability Description when the Liability Account is entered.	Display Only

2. Select (B) Invoices. The Enter Transaction Events Window will automatically appear. In the Enter Transactions Events window enter the following information.

Form Activity:

Transaction Event:

Transaction Code:

☐ Do not display this window again

ENTER TRANSACTION EVENTS		
Field Name	Comments	Required?
Form Activity	Select either Unmatched or Matched Invoice.	Yes
Transaction Event	In the Transaction Event field, select Unmatched Invoice.	Yes
Transaction Code	Accept the default transaction code or change to the appropriate transaction code using LOV.	Yes

3. Select (B) OK. The Invoices screen will automatically appear.

4. **Create the reversal of the original invoice.** Enter the following Invoice Header information. Use the tab key or scroll bar to navigate through the Invoices screen.

INVOICES		
Field Name	Comments	Required?
Type	Select Mixed as the invoice type.	Yes
Supplier	Enter the Supplier name of the original invoice to the reversed.	Yes
Supplier Number	Displays the Supplier Number from the supplier master file.	Yes
Site	Select the Supplier Site for the reversal invoice.	Yes
Invoice Date	Enter Invoice Date or use the tab key to default to the current date.	Yes
Invoice Number	Enter a unique Invoice Number so that it may be identified as a reversal. It is recommended that you use the same invoice # as used previously followed by an	Yes

	alphanumeric character.	
Invoice Currency	Displays the Invoice Currency default from the supplier master file.	Display Only
Invoice Amount	Enter the invoice amount as a negative (-) number.	Yes
Travel Related	Enter Yes or No for Travel Relation in the Invoice sub-screen.	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

GL Date	Payment Curr	Payment Rate Date	Payment Rate Type	Payment Rate	Paym
16-AUG-2002	USD	16-AUG-2002			

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Hlds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
GL Date	Accept current date default.	Yes
Payment Currency	Displays the Payment Currency.	Display Only
Payment Rate Date	Displays the Payment Rate Date.	Display Only
Payment Rate Type	DOT does not use this functionality at this time. Field is not available.	No
Payment Rate	DOT does not use this functionality at this time. Field is not available.	No

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Payment Amount	Freight Amount	Create Freight Distribution	Distribution Set	Description
<105.00>		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Payment Amount	Displays the Payment Amount.	Display Only
Freight Amount	Enter the Freight Amount. If applicable enter a different Account, Tax Name, and Description in the Freight screen which will appear when Create Freight Distribution checkbox is enabled.	No
Create Freight Distribution	Create Freight Distribution is automatically enabled if freight amount is entered. Deselect checkbox if you do not want Payables to create distribution or you need to prorate.	No
Distribution Set	A predefined distribution Set can be selected when an invoice is not being matched to a purchase order. To set up a predefined Distribution Set, refer to Defining a Distribution Set.	No
Description	Enter the PO# or reference.	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Transaction Code	Project	Task	Expenditure Type	Expenditure Item Date	Ex
B302D-AP Inv					

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Transaction Code	Displays the Transaction Code. Ensure that the proper Transaction Code has defaulted from the Enter Transaction Events window	Display Only
Project	If Project information is required it may be added in the invoice header when all lines of distribution are recorded to the same project and accounting string. Otherwise, insert required project information on each line of distribution as needed.	No
Task	Enter task related to a project.	No
Expenditure Type	Enter Expenditure Type if related to a project.	No
Expenditure Item Date	Enter Expenditure Item Date if related to a project.	No

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Expenditure Organization	Rate Type	Exchange Date	Exchange Rate	Functional Currency	Functional
				USD	

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Expenditure Organization	Enter Expenditure Organization if related to a project.	No
Rate Type	DOT does not use this functionality at this time. Field is not available.	Display Only
Exchange Date	DOT does not use this functionality at this time. Field is not available.	Display Only
Exchange Fields	DOT does not use this functionality at this time. Field is not available.	Display Only
Functional Currency	Displays the Functional Currency.	Display Only

Oracle Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Functional Curr Amount	Terms Date	Terms	Payment Method	Pay Group	P
	16-AUG-2002	STANDARD IMMEDIA...	Clearing	VENDOR NO CHECK	

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Hlds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Functional Curr Amount	Enter the Functional Amount or leave blank.	No
Terms Date	Enter the current date. This date determines the scheduled payment date based on the Supplier terms.	Yes
Terms	Accept Terms default from the supplier master file or change using the List of Values.	Yes
Payment Method	Choose the Clearing method. This will ensure that the payment is not sent for payment.	Yes
Pay Group	Choose Vendor No Check, Government No Check or Employee No Check as the pay group.	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Pay Alone	Discountable Amount	Date Invoice Received	Date Goods Received	Prepayment Type	Settlement
<input type="checkbox"/>	<105.00>	16-AUG-2002	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Hlds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Pay Alone	Disable checkbox to ensure the negative and positive invoices will net.	Yes
Discountable Amount	Displays the Discountable amount.	Display Only
Date Invoice Received	Accept default or change to appropriate date.	Yes
Date Goods Received	Enter date goods are received.	Yes
Prepayment Type	Select Prepayment Type when the invoice type is Prepayment.	No

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Settlement Date	Prepayment PO Number	Tax Calculation	Tax Code	Tax Amount	Withholding Tax
		None			

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Settlement Date	The date after which you can apply a temporary prepayment. Applies only to the Prepayment invoice type.	No
Prepayment PO Number	Enter an open purchase order number when associating it with a prepayment. Applies only to the Prepayment invoice type.	No
Tax Calculation	DOT does not use this functionality.	No
Tax Code	DOT does not use this functionality.	No
Tax Amount	DOT does not use this functionality.	No

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Withholding Tax Group	Document Category Name	Document Sequence Name	Voucher Number	Approved Amount

Amount Paid: **USD**

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total:

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Withholding Tax Group	DOT does not use this functionality.	No
Document Category Name	DOT does not use this functionality.	No
Document Sequence Name	DOT does not use this functionality.	No
Voucher Number	DOT does not use this functionality.	No
Approved Amount	Displays the maximum amount authorized for payment against an invoice.	Display Only

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Approval Status	Approval Description	Cancelled By	Cancelled Date	Cancelled Amount

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Approval Status	Displays the type of authorization needed or current status of invoice authorization.	Display Only
Approval Description	Displays the status of authorization or how to obtain further authorization.	Display Only
Cancelled By	Displays the person who cancelled the invoice.	Display Only
Cancelled Date	Displays the date of cancellation.	Display Only
Cancelled Amount	Displays the original amount of the cancelled invoice.	Display Only

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Cancelled Amount	Liability Account	Liability Description	Batch Name
<input type="text"/>	0000000000.0000.0000000000.0	NOT APPLICABLE.NOT APPLICABLE.	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Amount Paid
USD

Holds

Status **Never Validated**

Approval **Not Required**

Distribution Total

Accounted **No**

Desc

Actions...1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (continued using scroll bar)		
Field Name	Comments	Required?
Cancelled Amount	Displays the original amount of the cancelled invoice.	Display Only
Liability Account	Accept default of zeros. This field will be populated at the distribution level.	Display Only
Liability Description	Accept default of "Not Applicable". This field will be populated at the distribution level.	Display Only
Batch Name	Displays the Batch Name if entered as an invoice batch DOT does not use this functionality at this time.	Display Only
Display Only Region		
Amount Paid	Displays the amount that has been paid on the invoice, if the invoice has a payment currency, then it is also displayed.	Display Only
Holds	Displays the number of invoice holds. Payables does not include the Hold All Payments or scheduled payment holds in this field.	Display Only
Status	Displays the validation status of the invoice.	Display Only
Approval	This Invoice Approval Workflow routes invoices to designated individuals for approval.	No
Distribution Total	Displays the sum of the invoice distribution amounts.	Display Only
Accounted	Displays Yes, No, or Partial to indicate if the journal entry information for the invoice has been successfully transferred.	Display Only
Desc	Displays the invoice description.	Display Only

5. Select (I) Save, to save the Invoice header information.

6. Enter the distributions by matching to the original PO.

7. Enter the distributions by matching to the original invoice.

Note: This process can only be used if the original invoice was not PO Matched.

8. Enter the distributions manually.

Note: Ensure that the Charge Account used for the Original Invoice is used in the distribution line so that the invoice will be properly reversed.

If this is a G schedule and the reclassification is for a prior year within the same fund value, select Y for the 'PYR Exclusion?' descriptive flexfield located on the Invoice distribution.

Enter Invoice with the Correct Accounting String

9. Select (I) Save the distribution.

Note: The following procedure will be needed to ensure validity and validation of the Reclassification Invoice Batch along with standard validation procedures:

- a. Verify that the Invoice Batch name can be identified as a reclassification batch.
- b. Verify that the amount of the invoice batch nets to zero \$0.00.
- c. Verify the Payment Method is Clearing.
- d. Verify that the Pay Group is either Vendor No Check, Government no Check or Employee No Check.

Pay the Invoices

10. Notify Cash Operations that a G Schedule payment batch requires Treasury Confirmation.

Finding Invoices Using Invoices Inquiry Invoices

Find Invoices

Oracle Public Sector Payables

N → Invoices → Inquiry → Invoice Batches

Find Invoices

Find Invoices

Supplier

Name Number
Site Taxpayer ID
PO Num PO Shipment:

Invoice

Number Terms:
Type Pay Group:
Amounts - Invoice Batch
Dates - Currency

Invoice Status

Paid
Accounted
Status

Holds

Status
Name
Reason

Voucher Audit

Category
Name
Numbers -

Invoice Template

Number
Period Type

Calculate Balance Owed... Clear New Find

1. Enter information in one or more fields to narrow the search for an invoice or group of invoices.

FIND INVOICES		
Supplier Area		
Field Name	Comments	Required?
Name	Select the supplier name using the LOV.	No
Number	Enter the supplier number if necessary. The number will default if the supplier name is entered.	No
Site	Select the site of the supplier.	No

Taxpayer ID	Enter the taxpayer's ID number.	No
PO Num	Enter the PO Number related to the invoice you are querying. The supplier name, number and taxpayer ID will default.	No
PO Shipment/PO Line/PO Release Drop Down List	Select the region of the PO to be queried. Cursor will default to the blank field to the right. Choose the appropriate shipment, line or release from the LOV.	No
Invoice Area		
Number	Enter invoice number.	No
Optional Drop Down List	Two options can be chosen from the following: Payment Method, Pay Group, Terms, USSGL Code, Project, Task, Expenditure Type and Expenditure Org. Upon selecting an option the cursor will default to the blank field to the right. Select the appropriate data from the LOV.	No
Type	Select type of invoice from the drop down list.	No
Amounts	Enter a range of amounts to be queried.	No
Invoice Batch	Select an invoice batch name from the LOV.	No
Dates	Enter a range of dates to be queried.	No
Currency	Select the type of currency from the LOV.	No
Invoice Status Area		
<i>Activates when data is entered into a field within the Invoice area.</i>		
Paid	Select the payment status from the drop down list.	No
Accounted	Select the appropriate accounted status from the drop down list.	No
Status	Select the status of the invoices to be queried from the drop down list.	No
Holds Area		
<i>Activates when data is entered into the other applicable areas. This area only displays invoice holds, not supplier holds. This area is not required.</i>		
Status	Select the hold status from the drop down list.	No
Name	Select the hold name from the LOV.	No
Reason	Accept the default.	Display Only
Voucher Audit Area		
<i>If you use sequential voucher numbers, you can locate each invoice based on its unique voucher number.</i>		
Category	Select the type of invoices to audit from LOV.	No
Name	Select the name of the supplier from LOV.	No
Numbers	Enter the voucher numbers to be audited.	No
Invoice Template Area		
Number	Enter the number of the invoice template if applicable to agency.	No
Period Type	Enter the period type to be queried using the LOV.	No

2. Select (B) Find. The Invoices screen displays all invoices that fit your criteria.

3. Select the type of document you want to match to from the poplist next to the Match button. Accept the default Purchase Order.
4. Select (B) Match. The Find Purchase Orders for Matching screen will automatically appear.

Find Purchase Orders for Matching (FEDERAL RAILROAD ADMIN)

Matching

Type ☐ Price Correction Invoice Num

Supplier

Name Number
 Site Tax Registration

Purchase Order

Num Release Line Shipment

Ship To Deliver To Project
 Item Category Item Desc

FIND PURCHASE ORDERS FOR MATCHING		
Matching Area		
Field Name	Comments	Required?
Type	Defaults to Item.	Display Only
Price Correction	Enable checkbox to record a price increase or decrease. Use a price correction to record and update the invoiced unit price of previously matched purchase order shipments or distributions without adjusting the quantity billed in order to track price variances.	No
Invoice Num	Enter Invoice number if you are making a price correction.	No
Supplier Area		
Name	Supplier Name	Display Only
Number	Supplier Number	Display Only
Site	Supplier Site	Display Only
Tax Registration	Supplier Tax Registration	Display Only
Purchase Order Area		

Num	Enter the PO Number to be matched to the invoice if the invoice type is Standard. If PO Default or QuickMatch was selected as the invoice type the PO Number will default.	No
Release	Enter the Release associated with a blanket purchase order.	No
Line	Enter the line item on the purchase order.	No
Shipment	Enter the purchase order shipment line number. You can match an invoice to one or more purchase order shipment lines.	No
Ship To	Enter the shipment location of the item from the purchase order shipment line.	No
Deliver To	Enter the deliver to person of the item form the purchase order distribution line.	No
Project	Enter the project of the item from the purchase order distribution line.	No
Item	DOT does not use this functionality at this time.	No
Category	Enter purchase order category from the line item on the purchase order.	No
Item Desc	Enter the purchase order item description.	No

5. Select (B) Find after entering selection criteria. The Match to Purchase Orders screen will automatically appear.

Match to Purchase Orders (FEDERAL RAILROAD ADMIN)

Invoice Amount: -23 Distribution Total: <23.00>

Match	Qty Invoiced	Unit Price	Match Amount	Allocate	PO Number	Release	Line
<input checked="" type="checkbox"/>	-23	1	<23.00>	<input type="checkbox"/>	TW 101		1
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			

Shipment Quantity

UOM: EACH

Ordered: 340

Billed: 340

Received: N/A

Accepted: N/A

Distributions: 1

Purchase Order

Payment Terms: PROMPT NET

Freight Terms: DUE

Taxable: No

Tax Code:

Allocated

Tax:

Freight:

Misc:

MATCH TO PURCHASE ORDERS		
Field Name	Comments	Required?

Invoice Amount	Displays the amount of the invoice you are matching to the purchase order.	Display Only
Distribution Amount	Displays the sum of the distributions for the invoice you are matching to the purchase order.	Display Only
Match Checkbox	Enable checkbox to select a shipment and to enter matching data for it. Note that when you check this box the information in the Shipment Qty display only region shows the shipment information for the selected shipment line.	Yes
Qty Invoiced	Number of units invoiced. This value defaults from the purchase order shipment quantity.	Yes
Unit Price	Price per unit. This value defaults from the purchase order shipment price. You can update this value at the shipment level only. You cannot adjust the unit price if you are matching to an amount-based purchase order shipment with a unit price of 1.	Yes
Match Amount	Total currency amount you want to match. Payables calculates this value by multiplying the Qty Invoiced and Unit Price.	Yes
Allocate	Check the Allocate checkbox for the shipments for which you want to prorate tax, freight and miscellaneous.	No
PO Number	Displays the PO number of the shipment.	Display Only
Release	Displays the Release associated with a blanket purchase order.	Display Only
Line	Displays the purchase order line item number.	Display Only
Shipment	Displays the purchase order shipment line number.	Display Only
Closed Code	Displays the closed status of the purchase order shipment line.	Display Only
Closed Reason	Displays the closed reason of the purchase order shipment line.	Display Only
Accounting Date	Displays the accounting date. Defaults to current date.	Display Only
Ship To Location	Displays the Ship To Location on the purchase order shipment line.	Display Only
Buyer	Displays the buyer on the purchase order.	Display Only
Deliver To	Displays the deliver To person on the purchase order distribution line.	Display Only
Item Num	Displays the item number on the purchase order.	Display Only
Item Description	Displays the item description on the purchase order.	Display Only
Item Category	Displays the item category on the purchase order.	Display Only
Project	Displays the project on the purchase order distribution line.	Display Only
Last Receipt	Displays the last date someone entered receiving information for a purchase order shipment in Purchasing.	Display Only

Final Match	Enable the final match checkbox only if you are certain this is a final match against the related purchase order and you want approval of the invoice to finally close it permanently. NOTE: This action is not recommended. If this checkbox is enabled, the purchase order or the invoice that the purchase order is matched to will no longer be available for modification or cancellation. The recommendation is to Close the purchase order in Purchasing rather than enabling this Final Match checkbox.	No
Display Only Region		
Shipment Quantity Area		
UOM	Displays the Unit of Measure that you entered with the purchase order shipment line.	Display Only
Ordered	Displays the quantity ordered.	Display Only
Billed	Displays the total invoice quantity that you have previously matched to the selected purchase order shipment line.	Display Only
Received	Displays the quantity received for a purchase order shipment line. Displays N/A if receipt is not required.	Display Only
Accepted	Displays the quantity accepted for a purchase order shipment line. Displays N/A if acceptance is not required.	Display Only
Distributions	The number of distributions for the current purchase order shipment. This is helpful in determining if you need to match to specific distributions instead of prorating the match quantity across multiple distributions.	Display Only
Purchase Order Area		
Payment Terms	The payment terms associated with the purchase order shipment.	Display Only
Freight Terms	The freight terms associated with the purchase order shipment.	Display Only
Taxable	Displays taxable status associated with the purchase order shipment.	Display Only
Tax Code	Tax code associated with the purchase order shipment.	Display Only
Allocated Area		
Tax	If you have used the Allocate checkbox and window, Payables displays the amounts you have prorated for Tax.	Display Only
Freight	If you have used the Allocate checkbox and window, Payables displays the amounts you have prorated for Freight.	Display Only
Misc	If you have used the Allocate checkbox and window, Payables displays the amounts you have prorated for Misc.	Display Only

6. Select (B) Match, to save the invoice match to the purchase order shipment line or continue to match to the purchase order shipment distribution lines by selecting (B) Distribute.

Match to Purchase Order Distributions (FEDERAL RAILROAD ADMIN)

Control Quantity: Control Amount:
 Actual Quantity: Actual Amount:

Match	Num	Quantity Invoiced	Unit Price	Match Amount	Match Account	Variance Account	De
<input checked="" type="checkbox"/>	1	-23	1	<23.00>	2710700000.2001.09010	2710700000.2001.09010	
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Distribution Qty
 UOM:
 Ordered:
 Billed:
 Delivered:

Account Description
 Match:
 Variance:

MATCH TO PURCHASE ORDER DISTRIBUTIONS		
Field Name	Comments	Required?
Control Qty	Displays the control quantity in the purchase order distributions.	Display Only
Actual Qty	Displays the actual quantity matched.	Display Only
Control Amount	Displays the control amount in the purchase order distributions.	Display Only
Actual Amount	Displays the actual amount matched.	Display Only
Match Checkbox	Enable checkbox to select a distribution and to enter matching data for it. Note that when you check this box the information in the Distribution Qty display only region shows the distribution information for the selected distribution line.	Yes
Num	Displays the line number for the distribution.	Display Only
Qty Invoiced	Enter the quantity invoiced. If this field is left blank Matched Amount must be entered.	Yes
Unit Price	Displays the default from the match made in the Match to Purchase Orders screen.	Yes
Match Amount	Enter the matched amount. If this field is left blank quantity invoiced must be entered.	Yes
Match Account	Displays the Match Account for the distribution selected.	Display Only
Variance Account	Displays the Variance Account for the distribution selected.	Display Only
Deliver To	Displays the deliver To person on the purchase order distribution line.	Display Only

Project	Displays the project on the purchase order distribution line.	Display Only
Task	Displays the task on the purchase order distribution line.	Display Only
Expenditure Type	Displays the expenditure type on the purchase order distribution line.	Display Only
Expenditure Item Date	Displays the expenditure item date on the purchase order distribution line.	Display Only
Display Only Region		
Distribution Qty Area		
UOM	Displays the Unit of Measure that you entered with the purchase order shipment line.	Display Only
Ordered	Displays the quantity ordered.	Display Only
Billed	Displays the total invoice quantity that you have previously matched to the selected purchase order shipment line.	Display Only
Delivered	Displays the quantity received for a purchase order shipment line. Displays N/A if receipt is not required.	Display Only
Account Description Area		
Match	Displays the Match Account for the distribution selected.	Display Only
Variance	Displays the Variance Account for the distribution selected.	Display Only

7. Select (B) Match, to save the distribution match.

Note: If this is a G schedule and the reclassification is for a prior year within the same fund value, select Y for the PYR Exclusion? descriptive flexfield located on the Invoice distribution.

Validating Invoices and Invoice Batches

- Oracle Payables allows validation of invoices using the single request, Invoice Validation.
- This validation process can be ran only by users wit the proper Accounts Payable responsibility -AP Previewer. This creates a separation of duties in which the Accounting Technician entering the data cannot approve the invoice.
- It is strongly recommended to run the Invoice Validation using the Invoice Batch Name parameter. This ensures only the specified invoices are validated.

Submitting Invoice Validation

Submit a New Request

Oracle Public Sector Payables

N → Other → Request → Run

Submit a New Request



SUBMIT A NEW REQUEST		
Field Name	Comments	Required?
Single Request	Allows you to enter an individual request.	Yes
Request Set	Allows you to submit a pre-defined set of requests.	No

1. Select (B) OK.

Submit Request

Run this Request...

Name: **Invoice Validation**

Parameters: **All.WA2003-100-200-PAY.....**

Language: **American English**

At these Times...

Run the Job: **As Soon as Possible**

Upon Completion...

☒ Save all Output Files

Notify:

Print to: **DFI-117-P1**

Buttons: Copy..., Languages..., Schedule..., Options..., Help (B), Submit, Cancel

SUBMIT REQUEST		
Run This Request Area		
Field Name	Comments	Required?
Name	Name of the Request.	Yes
Parameters	Enter additional criteria for the Request.	Yes
Language	Defaults to American English	Yes
At These Times Area		
At these Times	As Soon As Possible is the default.	Yes
Upon Completion Area		
Save All Output Files	Check this field if you want to save the output files to view online.	No
Notify	Enter the name of the user you would like to have the system notify when this process has completed.	No
Print To	Select the printer to have a hard copy of the system output printed.	No

2. Complete any necessary fields in the Submit Request screen.
3. Select the parameters field.

PARAMETERS		
Field Name	Comments	Required?
Option	Select option of submitting only new invoice lines for validating or all invoice lines for validating.	Yes
Invoice Batch Name	If invoice batching is used, select batch name to validate by batch. It is strongly recommended to validate by Invoice Batch Name. Leave blank to select all.	No
Start Invoice Date	Select a date range to limit the invoices submitted for validating. Leave field blank to select all.	No
End Invoice Date	Select a date range to limit the invoices submitted for validating. Leave field blank to select all.	No
Supplier Name	Select a supplier name to limit the invoices submitted for validating. Leave field blank to select all.	No
Pay Group	Select a pay group to limit the invoices submitted for validating. Leave field blank to select all.	No
Invoice Number	Select an invoice number to limit the invoices submitted for validating. Leave field blank to select all.	No
Entered By	Select the entry person to limit the invoices submitted for validating. Leave field blank to select all.	No

4. Select (B) OK to save parameters and go back to the Submit Request window for completion.
5. Select (B) Submit to submit the report for processing.

Canceling Invoices

Enter Transaction Events

Oracle Public Sector Payables N → Invoices → Entry → Invoices Enter Transaction Events
--

1. Select (B) Cancel to exit the Enter Transaction Events screen. A caution window appears. Select (B) OK to bypass it. The Invoices screen will automatically appear.
2. Select (M) View-Find to open the Find Invoices screen.
3. Select (B) Find Query all invoices. However, the Find Invoices screen may be used to enter criteria that will narrow the search for particular invoices.
4. Select the invoice to be cancelled.
5. Select (B) Actions.

Invoice Actions

☐ Validate
☐ Validate Related Invoices
☒ Cancel Invoices
☐ Apply/Unapply Prepayment...
☐ Pay in Full...
☐ Create Accounting

☐ Release Holds

Hold Name
 Release Name
 Release Reason

☐ Print Notice

Printer
 Sender Name
 Sender Title

INVOICE ACTIONS		
Field Name	Comments	Required?
Valiate	Enable checkbox to validate an invoice.	No
Validate Related Invoices	Enable checkbox if you are validating a credit or debit memo. This will validate invoices associated with the memo.	No
Cancel Invoices	Enable checkbox to cancel an unpaid validated or unvalidated invoice.	Yes
Apply/Unapply Prepayment...	Enable checkbox to apply or unapply a prepayment.	No
Pay In Full...	DOT will not use this functionality.	No
Create Accounting	Select to create accounting entries for an invoice.	No
Release Holds	Enable checkbox to release holds at the time of validation.	No
Hold Name	If Release Holds checkbox is enabled this field will become active. Accept default, 'ALL', or select a hold name from the LOV.	No
Release Name	If Release Holds checkbox is enabled this field will become active. Select a release name from the LOV.	No
Release Reason	Displays the Release Reason associated with the Release Name.	Display Only
Print Notice	Enable checkbox to generate a standard invoice notice to send to the supplier.	No

Printer	If Print Notice checkbox is enabled this field will become active. Select the printer from the LOV.	No
Sender Name	If Print Notice checkbox is enabled this field will become active. Enter the name to be printed in the signature block of the notice.	No
Sender Title	If Print Notice checkbox is enabled this field will become active. Enter the name to be printed in the signature block of the notice.	No

6. There are some restrictions to canceling an invoice:

- If an invoice has a hold that prevents posting or payment, you must release the hold before you cancel the invoice
- You can cancel any invoice-validated or unvalidated-as long as it has no hold applied to it

7. Select (B) OK.

Summary

In this lesson you should have learned how to do the following:

- Enter a basic invoice
- Enter a Distribution Set and apply it to an invoice
- Validate invoices

Lab 1: Create a Distribution Set

Instructions

Often you receive invoices for which the accounting is generally the same. Your controller has asked you to establish a distribution set to enable the accounting entries for some invoices to be automatically generated.

Create a Full distribution set with the following breakdown. Use the alias for a direct appropriation.

- A-Dir <Current FY>
- 25% to account number 2700700000, Current Year, 0101050000, 4042000000, 31540, 61006600.
- 50% to account number 2700700000, Current Year, 0101050000, 4050000000, 31540, 61006600.
- 25% to account number 2700700000, Current Year, 0101050000, 4041000000, 31540, 61006600.

If you have enough time, create a Skeleton distribution set. Use the same account numbers that you used for the Full distribution set.

Lab 1 Solutions: Create a Distribution Set

1. Navigate to the Distribution Sets window.

N → Setup → Invoice → Distribution Sets
2. In the Name field, enter a meaningful name for your distribution set. Preface the name with your initials to ensure it is unique for this class.
3. In the Description field, further describe your distribution set.
4. Leave the Type field blank; it will default automatically.
5. In the % field, enter 25.
6. In the Account field, 2700700000, CY, 0101050000, 4042000000, 31540, 61006600.
7. Leave the Description, Income Tax Type, and Tax Code fields blank.
8. In the next line, enter 50 in the % field.
9. In the Account field, 2700700000, CY, 0101050000, 4050000000, 31540, 61006600.
10. Leave the Description, Income Tax Type, and Tax Code fields blank.
11. In the next line, enter 25 in the % field.
12. In the Account field, 2700700000, CY, 0101050000, 4041000000, 31540, 61006600.
13. Leave the Description, Income Tax Type, and Tax Code fields blank.

Lab 1 Solutions: Create a Distribution Set

14. Validate that your window appears similar to the one displayed below:

Distribution Sets (FEDERAL RAILROAD ADMIN)

Name: **BT FRA-1** Type: **Full**

Description: **Distribution Set**

Inactive On:

Num	%	Project Related	Account	Description	Income Tax Type	Tax Code
1	25	<input type="checkbox"/>	2700700000.2002.0101050000.40420000			
2	50	<input type="checkbox"/>	2700700000.2002.0101050000.40500000			
3	25	<input type="checkbox"/>	2700700000.2002.0101050000.40410000			
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				

Account Description: **SAFETY AND OPERATIONS, FR.BY 2002.SAL & EXP ADMINISTRATION .A**

Project Information

15. Save your work.

Lab 2: Enter an Unmatched Invoice

Instructions

You have received an invoice from ACME INC. for office supplies, which you will be entering into the Oracle Payables system. The invoice is described below:

Supplier: ACME INC.

Invoice Number <unique identifier>

Invoice Amount: 2400.00

Description: Office Supplies

Terms Date: Current Date

Lab 2 Solutions: Enter an Unmatched Invoice

Step 1: Enter the Invoice Header.

1. Navigate to the Invoices window.

N → Invoices → Entry → Invoice Batches

If you are using invoice batching, perform steps 2-6. In step 2 select Invoice Batches rather than Invoices. Otherwise, perform step 2 and continue on to step 7.

2. Enter a unique Invoice Batch Name.
3. The Current Date will default in.
4. The Control Number equals the number of invoices that will be entered in this batch.
5. The Control Amount equals the total dollar amount of invoices that will be entered in this batch.
6. Select (B) Invoices.

Batch Name	Date	Control Count	Control Amount	Act
BT Inv Batch	05-MAR-2002	1	2400	

Create Accounting Approve 1 Invoices

7. Enter transaction event as Unmatched Invoice.
8. Enter transaction code as B302D-AP INV.

Lab 2 Solutions: Enter an Unmatched Invoice

9. Select (B) OK.
10. Accept the default for Invoice Type. This invoice is a standard type invoice.
11. Enter Acme Incorporated.
12. Tab through the Supplier Number, Supplier Site, and Invoice Date fields, and accept the defaults.
13. Tab through the invoice number field and add an alpha character to the end of the date to make it unique identifier.
14. Enter 2400.00, the total amount due in the Invoice Amount field.
15. In the Description field, enter the description for this invoice.
16. In the Terms Date field, enter Today's date.
17. Validate that your windows appear similar to the ones displayed below:

Lab 2 Solutions: Enter an Unmatched Invoice

USFCA Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	ACME INC	123123123	SAN DIE	04-MAR-2002	04-MAR-2002	USD	2,400.0

Amount Paid

USD

Holds

Status **Never Approved**

Desc **Office Supplies**

Distribution Total

Accounted **No**

Actions... 1 Holds Payments Match Receipt

Scheduled Payments Overview Distributions

Lab 2 Solutions: Enter an Unmatched Invoice

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total
Actual Total

Light Distribution	Distribution Set	Description	Transaction Code	Project	Task
<input checked="" type="checkbox"/>	BT FRA-1	Office Supplies	B302D-AP Inv		
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Amount Paid
USD

Holds
Status **Never Approved**
Desc **Office Supplies**

Distribution Total
Accounted **No**

Actions... 1 Hlds Payments Match Receipt

Scheduled Payments Overview Distributions

Lab 2 Solutions: Enter an Unmatched Invoice

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total
Actual Total

Terms Date	Terms	Payment Method	Pay Group	Pay Alone	Discounta
04-MAR-2002	PROMPT NET 30	Check	VENDOR	<input checked="" type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Amount Paid
USD 0.00

Holds 0
Status **Never Approved**
Desc **Office Supplies**

Distribution Total 2,400.00
Accounted **No**

Actions... 1 Holds Payments Match Receipt

Scheduled Payments Overview Distributions

18. Select (I) Save to save your work.

Lab 3: Enter Distributions

Instructions

The Invoice you entered in a previous lab is to be distributed to three organizations. You need to account for them in the Charge Account field.

Distribute \$600 to Organization 1.

Distribute \$1200 to Organization 2.

Distribution \$600 to Organization 3.

Organization 1:

Fund-2700700000

Year-Current

BPAC-0101050000

Organization-4042000000

ObjectClass-31540

SGL-61006600

Organization 3:

Fund-2700700000

Year-Current

BPAC-0101050000

Organization 2:

Fund-2700700000

Year-Current

BPAC-0101050000

Organization-4041000000

ObjectClass-31540

SGL-61006600

Lab 3: Enter Distributions

Organization-4050000000

ObjectClass-31540

SGL-61006600

Lab 3 Solutions: Enter Distributions

Step 1: Enter Distributions.

1. From the Invoice window, select (B) Distributions.
2. Be sure that the distribution total equals the invoice total.
3. Verify that your window appears similar to the one displayed below:

Distributions (FEDERAL RAILROAD ADMIN) - 04-MAR-2002c, ACME INC

Invoice Total: 2,400.00
Distribution Total: 2,400.00

Num	Type	Amount	Tax Code	GL Date	Account
1	Item	600.00		04-MAR-2002	2700700000.2002.0101050000.4
2	Item	1,200.00		04-MAR-2002	2700700000.2002.0101050000.4
3	Item	600.00		04-MAR-2002	2700700000.2002.0101050000.4

Status: **Never Approved** Accounted: **No** PO Number:

Account Description: SAFETY AND OPERATIONS, FR.BY 2002.SAL & EXP ADMINISTRATION .ACCOU

Buttons: Allocate, Reverse 1, Calculate Tax, View PO, View Receipt

4. Save your work.
5. Close the Distributions window.

Lab 4: Validate the Invoice Batch

Instructions

You have completed the invoices in the Invoice Batch. The invoices are ready for validation by the AP Previewer.

The AP Previewer will submit the Invoice Validation process.

Lab 4 Solutions: Validate the Invoice Batch

Step 1: Validate the Invoice Batch

1. Navigate to the Submit Request window in the AP Previewer Responsibility.
N → Other → Request → Run
2. Select Single Request. Select (B) OK.
3. The Submit Request window will appear. In the name field, select Invoice Validation from the LOV (List of Values).

The screenshot shows the 'Submit Request' dialog box with the following fields and buttons:

- Run this Request...**
 - Name: **Invoice Validation**
 - Parameters: **All.WA2003-100-200-PAY.....**
 - Language: **American English**
 - Buttons: Copy..., Languages...
- At these Times...**
 - Run the Job: **As Soon as Possible**
 - Button: Schedule...
- Upon Completion...**
 - ☒ Save all Output Files
 - Notify: [Empty field]
 - Print to: **DFI-117-P1**
 - Button: Options...
- Bottom Buttons: Help (B), Submit, Cancel

4. The Parameters window will appear. Select 'All' from the LOV for the Option field.

Lab 4 Solutions: Validate the Invoice Batch

Parameters

Option **All** Process all matching lines

Invoice Batch Name **WA2003-100-200-PAY**

From Invoice Date

To Invoice Date

Supplier Name

Pay Group

Invoice Number

Entered By

OK Cancel Clear Help

5. Select the appropriate Invoice Batch Name from the LOV.
6. Select (B) OK to return to the Submit Request window.
7. In the Submit Request window select (B) OK to run the validation process.
8. After the process has completed you may ensure no system generated holds occurred on any of the invoices by selecting on (B) View Output in the Request window.

Lab 4 Solutions: Validate the Invoice Batch

Report request ID - 1737022

Page 1 Font Size 10

FEDERAL Date: 13-DEC-02
Page: 1

Option: All Supplier Name:
Invoice Batch Name: WA2003-100-200 Pay Group:
From Invoice Date: Invoice Number:
To Invoice Date: Entered By:

Payables Validation Report

Hold Name	Holds Placed	Holds Released
-----	-----	-----

*** No holds placed or released. ***

Go To... First Previous Next Last

Processing and Applying a Prepayment

Chapter 7

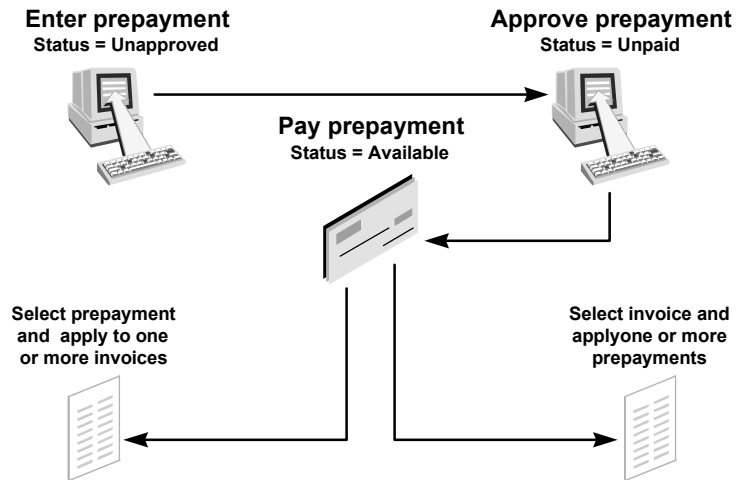
Processing and Applying a Prepayment

Section Objectives

At the end of this section, you should be able to:

- Identify when to use prepayments
- Enter prepayments
- Enter prepayment distributions
- Apply and unapply a prepayment to an invoice
- Approve and pay a prepayment

Prepayments Overview



A prepayment is a type of invoice you enter to pay an advance payment for expenses to a supplier or employee. For example, you may need to pay a deposit on a lease, or you may need to pay an employee an advance for travel expenses.

You can later apply the prepayment to one or more invoices you receive from the supplier or employee to offset the amount paid to them.

You can enter either a temporary or a permanent prepayment type.

- Temporary prepayments can be applied to invoices.
- Permanent prepayments cannot be applied to invoices. For example, you use a permanent prepayment to pay a lease deposit for which you do not expect to be invoiced.

To apply a temporary prepayment to one or more invoices, you must first approve and pay the prepayment. You control when a prepayment is available by the settlement date you enter and by, optionally, applying a hold to the prepayment.

Prepayments Overview

When you enter an invoice for a supplier for whom you have outstanding temporary prepayments, Oracle Payables notifies you that you have prepayments available that you can, optionally, apply. You can also review the Prepayment Status Report to check the status of all prepayments in your system.

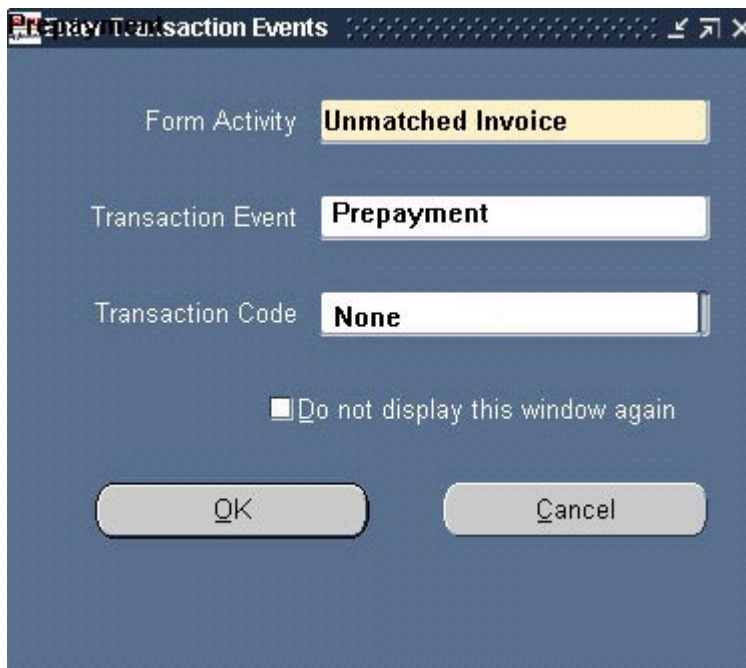
If necessary, you can change the type from permanent to temporary.

Entering Prepayments

Enter Transaction Events

Oracle Public Sector Payables
N → Invoices → Entry → Invoice Batches
Enter Transaction Events

Invoices



ENTER TRANSACTION EVENTS		
Field Name	Comments	Required?
Form Activity	Accept default of Unmatched Invoice.	Display Only
Transaction Events	Choose Prepayment from LOV.	Yes
Transaction Code	Choose None from LOV.	Yes

1. Select (B) OK.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Prepayment	1120 VERM	FRA521148526	WASHIN	20-AUG-2002	BET PRE321	USD	30.0

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total:

Accounted: **No**

Desc:

Actions... 1 Hlds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES		
Field Name	Comments	Required?
Type	Select Prepayment from LOV as the invoice type.	Yes
Supplier	Select Supplier from LOV.	Yes
Supplier Number	Supplier Number will be generated by the system.	Display Only
Site	Select Supplier Site to which you will send payment of the invoice from LOV.	Yes
Invoice Date	Enter invoice date or tab to default with current date.	Yes
Invoice Number	Enter unique prepayment number.	Yes
Invoice Currency	Currency will default from Supplier setup.	Display Only
Invoice Amount	Enter amount of prepayment.	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Withheld Amount	Prepaid Amount	[]	GL Date	Payment Curr	Payment Rate Date	Payment Rate
		NC	20-AUG-2002	USD	20-AUG-2002	

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total:

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES		
Field Name	Comments	Required?
Withheld Amount	Payables displays the amount withheld from the invoice based on automatic withholding tax calculations.	No
Prepaid Amount	The sum of prepayment amounts that have been applied to an invoice.	No
Type of Travel Advance	If the Prepayment is Travel related, enter the Type of Travel Advance. Otherwise, enter Not Travel Related.	Yes
GL Date	The GL Date is always the current date.	Yes
Payment Curr	Displays the Payment Currency. Defaults to USD.	Display Only
Payment Rate Date	The date the payment rate is effective. Defaults to current date.	Yes
Payment Rate Type	NOT USED BY DELPHI.	No

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Payment Rate	Payment Amount	Freight Amount	Create Freight Distribution	Distribution Set	Description
	30.00		<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Amount Paid: USD

Holds:

Status: **Unvalidated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES		
Field Name	Comments	Required?
Payment Rate	NOT USED BY DELPHI	No
Payment Amount	Invoice amount displayed in payment currency.	Display Only
Freight Amount	The freight amount you want Payables to exclude when Payables calculates the default discountable amount for an invoice, if you Exclude from Freight Discount option is enabled for the supplier site.	No
Create Freight Distribution	Check this check box to open the Freight window. Payables automatically creates a freight distribution from information you enter in the Freight window.	No
Distribution Set	Used to automatically create invoice distributions when invoice is not matched to a purchase order or when you do not want to enter the distributions manually.	Yes
Description	Enter relevant information for the invoice. Example PO# or IPAC#	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Transaction Code	Project	Task	Expenditure Type	Expenditure Item Date	Exp
None					

Amount Paid: **USD**

Holds:

Status: **Unvalidated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Hglds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (Continued using Scroll Bar)		
Field Name	Comments	Required?
Transaction Code	The Transaction Code field is NONE for prepayments.	Yes
Project	Enter Project if prepayment is project related.	No
Task	If project related, enter Task.	No
Expenditure Type	If project related, enter Expenditure Type.	No
Expenditure Item Date	If project related, enter Expenditure Item Date.	No

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Expenditure Organization	Rate Type	Exchange Date	Exchange Rate	Functional Currency	Functional Curr
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USD	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Amount Paid USD 0.00

Holds 0

Status Unvalidated

Approval Not Required

Distribution Total 0.00

Accounted No

Desc

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (Continued using Scroll Bar)		
Field Name	Comments	Required?
Expenditure Organization	If project related, enter Expenditure Organization.	No
Rate Type	DOT does not use this functionality at this time.	No
Exchange Date	DOT does not use this functionality at this time.	No
Exchange Rate	DOT does not use this functionality at this time.	No
Functional Currency	Accept default of USD.	Display Only
Functional Curr Amount	DOT does not use this functionality at this time.	No

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Terms Date	Terms	Payment Method	Pay Group	Pay Alone	Prepaym
20-AUG-2002	PROMPT NET 30	Electronic	ADVANCES VEND...	<input checked="" type="checkbox"/>	Tempor
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Amount Paid: USD

Holds:

Status:

Approval:

Distribution Total:

Accounted:

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (Continued using Scroll Bar)		
Field Name	Comments	Required?
Terms Date	Default is the current date. This date determines the scheduled payment date based on the Supplier terms.	Display Only
Terms	Defaults to Prompt Immediate. If necessary, change using LOV.	Yes
Payment Method	Accept default or change using LOV.	Yes
Pay Group	Change to an Advance Pay Group using LOV.	Yes
Pay Alone	Checkbox - marked based on information from the supplier master file.	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Discountable Amount	Date Invoice Received	Date Goods Received	Prepayment Type	Settlement Date	Tax
30.00	20-AUG-2002		Temporary	20-AUG-2002	Not

Amount Paid: USD

Holds:

Status:

Approval:

Distribution Total:

Accounted:

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (Continued using Scroll Bar)		
Field Name	Comments	Required?
Discountable Amount	Accept default from Invoice Amount or change.	Yes
Date Invoice Received	Defaults from the Terms Date.	No
Date Goods Received	Not used with prepayments.	No
Prepayment Type	Select from: <ul style="list-style-type: none"> Temporary – You can apply this prepayment to invoices after you validate and pay it. Permanent – You cannot apply this prepayment to invoices. 	Yes
Settlement Date	Accept default of current date, or change with LOV. Payables will not allow you to apply a temporary prepayment to invoices or expense reports before this date.	Yes

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Prepayment PO Number	Tax Calculation	Tax Code	Tax Amount	Withholding Tax Group	Document
<input type="text"/>	None				

Amount Paid: USD

Holds:

Status:

Approval:

Distribution Total:

Accounted:

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (Continued using Scroll Bar)		
Field Name	Comments	Required?
Prepayment PO Number	Enter a purchase order number to restrict the application of the prepayment to invoices matched to this purchase order.	No
Tax Calculation	DOT does not use this functionality at this time.	No
Tax Code	DOT does not use this functionality at this time.	No
Tax Amount	DOT does not use this functionality at this time.	No
Withholding Tax Group	DOT does not use this functionality at this time.	No
Document Category Name	DOT does not use this functionality at this time. Not shown in screen shot.	No
Document Sequence Name	DOT does not use this functionality at this time. Not shown in screen shot.	No
Voucher Number	DOT does not use this functionality at this time. Not shown in screen shot.	No

SOA Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Approved Amount	Approval Status	Approval Description	Cancelled By	Cancelled Date
30.00				

Amount Paid: USD

Holds:

Status:

Approval:

Distribution Total:

Accounted:

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

INVOICES (Continued using Scroll Bar)		
Field Name	Comments	Required?
Approved Amount	Accept default. Amount will be the total of the prepayment being entered.	Display Only
Approval Status	Approval status will display as invoice progresses through the process.	No
Approval Description	Approval Description will display as invoices progressed through the process.	No
Cancelled By	If invoice is cancelled the Cancel By Name will be displayed.	No
Cancelled Date	If invoice is cancelled, the Cancelled Date will be displayed.	No

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Cancelled Amount	Liability Account	Liability Description	Batch Name
	0000000000.0000.0000000000.0	NOT APPLICABLE.NOT APPLICABLE.	

Amount Paid: USD

Holds:

Status: **Unvalidated**

Approval: **Not Required**

Distribution Total: **0.00**

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

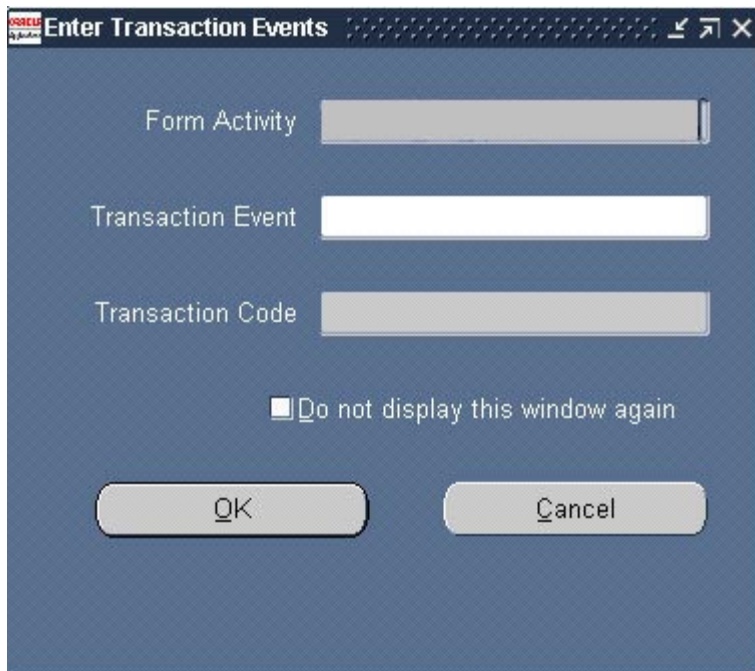
INVOICES (Continued using Scroll Bar)		
Field Name	Comments	Required?
Cancelled Amount	If invoice is cancelled, the cancelled amount is displayed.	No
Liability Account	Accept default of zeros. This field will be populated at the distribution level.	Display Only
Liability Description	Accept default of Not Applicable. This field will be populated at the distribution level.	Display Only
Batch Name	If invoice batches are used, the invoice batch name is displayed.	No

2. Verify Pay Group was changed to an Advance Pay Group.
3. Select (I) Save.
4. Enter invoice distributions for the prepayment.

Entering Invoice Distributions

Distributions

Oracle Public Sector Payables
N → Invoices → Entry → Invoice Batches
Enter Transaction Events



The screenshot shows a dialog box titled "Enter Transaction Events" with a dark blue header bar. Inside the dialog, there are three input fields: "Form Activity" (a greyed-out field), "Transaction Event" (a white field), and "Transaction Code" (a greyed-out field). Below these fields is a checkbox labeled "Do not display this window again". At the bottom of the dialog are two buttons: "OK" and "Cancel".

1. Select (B) Cancel on the Enter Transaction Events screen to exit. A Caution window will appear. Select (B) OK to bypass.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard						USD	

Amount Paid: USD

Holds:

Status: **Never Validated**

Approval: **Not Required**

Distribution Total:

Accounted: **No**

Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

- Find the invoice you want to enter distributions for.

Finding Invoices Using Invoices Inquiry Invoices

Find Invoices

Oracle Public Sector Payables

N → Invoices → Inquiry → Invoice Batches

Find Invoices

Find Invoices

Supplier

Name Number
Site Taxpayer ID
PO Num PO Shipment:

Invoice

Number Terms:
Type Pay Group:
Amounts - Invoice Batch
Dates - Currency

Invoice Status

Paid
Accounted
Status

Holds

Status
Name
Reason

Voucher Audit

Category
Name
Numbers -

Invoice Template

Number
Period Type

Calculate Balance Owed... Clear New Find

1. Enter information in one or more fields to narrow the search for an invoice or group of invoices.

FIND INVOICES		
Supplier Area		
Field Name	Comments	Required?
Name	Select the supplier name using the LOV.	No
Number	Enter the supplier number if necessary. The number will default if the supplier name is entered.	No
Site	Select the site of the supplier.	No

Taxpayer ID	Enter the taxpayer's ID number.	No
PO Num	Enter the PO Number related to the invoice you are querying. The supplier name, number and taxpayer ID will default.	No
PO Shipment/PO Line/PO Release Drop Down List	Select the region of the PO to be queried. Cursor will default to the blank field to the right. Choose the appropriate shipment, line or release from the LOV.	No
Invoice Area		
Number	Enter invoice number.	No
Optional Drop Down List	Two options can be chosen from the following: Payment Method, Pay Group, Terms, USSGL Code, Project, Task, Expenditure Type and Expenditure Org. Upon selecting an option the cursor will default to the blank field to the right. Select the appropriate data from the LOV.	No
Type	Select type of invoice from the drop down list.	No
Amounts	Enter a range of amounts to be queried.	No
Invoice Batch	Select an invoice batch name from the LOV.	No
Dates	Enter a range of dates to be queried.	No
Currency	Select the type of currency from the LOV.	No
Invoice Status Area		
<i>Activates when data is entered into a field within the Invoice area.</i>		
Paid	Select the payment status from the drop down list.	No
Accounted	Select the appropriate accounted status from the drop down list.	No
Status	Select the status of the invoices to be queried from the drop down list.	No
Holds Area		
<i>Activates when data is entered into the other applicable areas. This area only displays invoice holds, not supplier holds. This area is not required.</i>		
Status	Select the hold status from the drop down list.	No
Name	Select the hold name from the LOV.	No
Reason	Accept the default.	Display Only
Voucher Audit Area		
<i>If you use sequential voucher numbers, you can locate each invoice based on its unique voucher number.</i>		
Category	Select the type of invoices to audit from LOV.	No
Name	Select the name of the supplier from LOV.	No
Numbers	Enter the voucher numbers to be audited.	No
Invoice Template Area		
Number	Enter the number of the invoice template if applicable to agency.	No
Period Type	Enter the period type to be queried using the LOV.	No

2. Select (B) Find. The Invoices screen displays all invoices that fit your criteria.

3. Select (B) Distributions.

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Total: 100.00
Distribution Total: 0.00

Num	Type	Amount	Tax Code	GL Date	Account
1	Item			16-AUG-2002	

Status: Never Validated Accounted: No PO Number: Account Description:

Buttons: Allocate, Reverse 1, Calculate Tax, View PO, View Receipt

DISTRIBUTIONS		
Field Name	Comments	Required?
Number	Accept default to sequential numbering.	Yes
Type	Select distribution Type from List of Values. Choose Item for goods or services. Choose Miscellaneous for other expenses on an invoice that are not freight or tax.	Yes
Amount	Enter the distribution Amount that will charge the General Ledger Account.	Yes
Tax Code	Enter a Tax Code if applicable.	No
GL Date	Accept default from the invoice, or change to any date in an open or future period. Payables use the GL Date to determine when to create a journal entry for the distribution.	Yes
Account	Enter the Account to be charged using the List of Values. Refer to the next screen shot for details on the Account field.	Yes

- Enter the amount in the Amount field and tab to the Account field.
- When the Alias screen appears, enter an Alias or select (B) OK to enter the distribution.

FRA_AFF

FUND **2710700000** SAFETY AND OPERATIONS, FRA, FY-01, DIRECT

BUDGET YEAR **2001** BY 2001

BPAC **0903000000** SAL EXP OFC RESEARCH & DEVELOPMENT

ORGANIZATION **9030000000** RESEARCH & DEVELOPMENT, OFFICE OF

OBJECT CLASS **233F0** RENTAL - TELEPHONE EQUIPMENT

SGL ACCOUNT **61006600** N,P - OPERATING EXPENSES/PROGRAM COSTS

FUTURE 1 **0000000000** NOT APPLICABLE

FUTURE 2 **0000000000** NOT APPLICABLE

FUTURE 3 **0000000000** NOT APPLICABLE

FUTURE 4 **0000000000** NOT APPLICABLE

OK Cancel Combinations Clear Help

AFF		
Field Name	Comments	Required?
Alias (separate window)	Select the account Alias.	Yes
Fund	Select the account Fund.	Yes
Budget Year	Select the Budget Year.	Yes
BPAC	Select the account BPAC.	Yes
Organization	Select the Organization.	Yes
Object Class	Select the Object Class.	Yes
SGL Account	Select the SGL Account.	Yes
Future 1-4 Fields	Accept default of zeros. Fields are not applicable at this time.	Yes

6. Select (B) OK to return to Distributions screen, to continue input.

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Includes Tax	Track as Asset	Description	Income Tax Type	Income Tax Region	P
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
[]	See Invoice Distribution DFF grid below	No
Includes Tax	Enable checkbox to indicate if a distribution amount includes tax. DOT does not use this functionality at this time.	No
Track as Asset	Verify the checkbox has been enabled when the account type is an asset.	No
Description	Accept default from invoice header or change accordingly per distribution line.	Yes
Income Tax Type	Displays the Income Tax Type from the supplier master file.	Display Only
Income Tax Region	Displays the Income Tax Region from the supplier master file's site region.	Display Only

Invoice Distribution

EXTERNAL REFERENCE 1

PYR EXCLUSION? **Y** EXCLUDE FROM PYR

OK Cancel Clear Help

INVOICE DISTRIBUTION

Field Name	Comments	Required?
External Reference1	Free form field used primarily for interfaces	No
PYR Exclusion?	Defaults in as N. Select Y to exclude from PYR processing.	Yes

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Final Match	Match Quantity	Price	PO Number	PO Line Num	PO Shipment Num	PO Distribution Num	Receipt Num
No							

Status **Never Validated** Accounted **No** PO Number

Account Description

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Final Match	Enter No if invoice is not purchase order matched. Enter Yes only if the distribution is matched to purchase order and you want the system to permanently close the purchase order during validation.	No
Match Quantity	Displays the quantity billed if invoice is matched to a purchase order. If distribution is not matched, Payables leaves the field blank.	Display Only
Price	Displays the invoice unit price for a distribution created by purchase order matching. If distribution is not matched, Payables leaves the field blank.	Display Only
PO Number	Displays the purchase order to which the distribution is matched.	Display Only
PO Line Num	PO Line Number to which the distribution is matched.	Display Only
PO Shipment Num	PO Shipment Number to which the distribution is matched.	Display Only
PO Distribution Num	PO Distribution Number to which the distribution is matched.	Display Only
Receipt Num	Receipt Number to which the distribution is matched.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Quantity	Unit of Measure

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Project	Enter the Project number using the List of Values if distribution is project related.	No
Task	Enter project Task if Project number is entered.	No
Expenditure Type	Enter Expenditure Type if Project number is entered.	No
Expenditure Organization	Enter Expenditure Organization if Project number is entered.	No
Expenditure Item Date	Enter Expenditure Item Date if Project number is entered.	No
Quantity	DOT does not use this functionality at this time.	No
Unit of Measure (UOM)	Displays a statistical unit if you have defined one for the distribution's account in the general ledger.	No

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 11:20 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Prepayment Number	Prepayment Distribution	Prepay Amt Remaining	Statistical Qty	Withholding Tax Group

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Prepayment Number	The invoice number of the prepayment applied to the invoice.	Display Only
Prepayment Distribution	Prepayment Distribution.	Display Only
Prepay Amt Remaining	For item distributions of a prepayment, this field displays the total Item distribution amount that has not yet been applied to an invoice.	Display Only
Statistical Qty	Statistical quantity based on the unit of measure.	Display Only
Withholding Tax Group	Withholding Tax group for the distribution. Not used by DELPHI.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 11:20 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Withholding Tax Creation Type	Status	Accounted	Receipt Date	Merchant Doc Num	Merchant Name
	Never Validated	No			

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Withholding Tax Creation Type	Not used by DELPHI.	Display Only
Status	Validation status of the distribution.	Display Only
Accounted	Payables displays yes or no to indicate if accounting entries have been created for the distribution.	Display Only
Receipt Date	Not used by DELPHI.	Display Only
Merchant Doc Num	Not used by DELPHI.	Display Only
Merchant Name	Not used by DELPHI.	Display Only
Merchant Tax Reg Num	Not used by DELPHI.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - 16-AUG-2002, 11:20 VERMONT AVE ASSOC

Invoice Total **100.00**
Distribution Total **100.00**

Merchant Taxpayer ID	Merchant Reference	Country of Supply	USSGL Transaction Code	Encumbered
				No

Status: **Never Validated** Accounted: **No** PO Number:

Account Description:

Allocate Reverse 1 Calculate Tax

View PO View Receipt

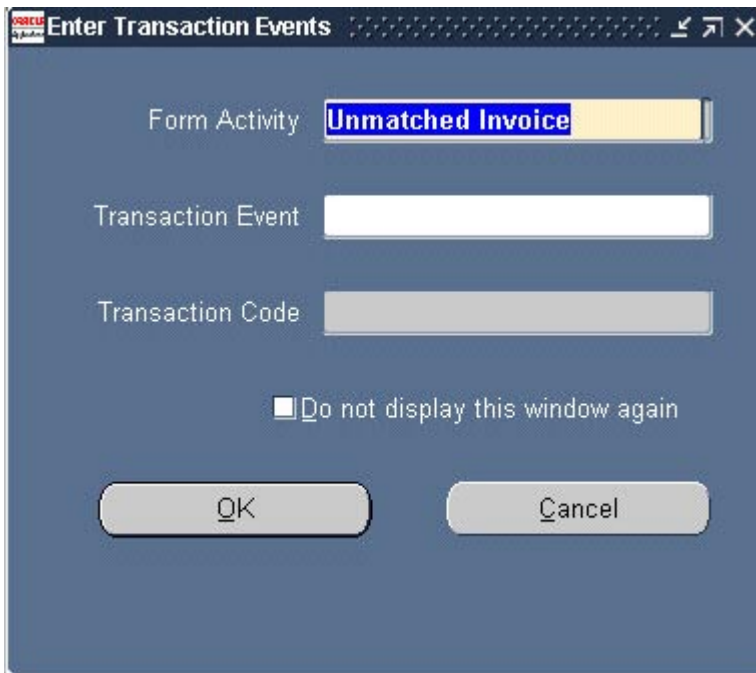
DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Merchant Taxpayer Id	Not used by DELPHI.	Display Only
Merchant Reference	Not used by DELPHI.	Display Only
Country of Supply	Not used by DELPHI.	Display Only
USSGL Transaction Code	Enter the Transaction Code for the distribution.	Yes
Encumbered	Not used by DELPHI.	Display Only

7. Select (I) Save, to save invoice distribution lines.

Apply/Unapply Prepayments from Invoices

Invoice Actions

Oracle Public Sector Payables
N → Invoices → Entry → Invoice Batches
Enter Transaction Events



1. Select (B) Cancel. A caution window appears, select (B) OK.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard						USD	

Amount Paid
USD

Holds

Status **Never Validated**

Approval **Not Required**

Distribution Total

Accounted **No**

Desc

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

- Find the invoice that you are applying the prepayment to.
- Verify that you have entered the required manual distributions prior to prepayment application.

4. Select (B) Actions.

Apply Prepayments

The screenshot shows the 'Invoice Actions' dialog box. It has a title bar with the Oracle logo and the text 'Invoice Actions'. The main area contains several checkboxes and input fields. The 'Apply/Unapply Prepayment...' checkbox is checked. Below it are 'Pay in Full...' and 'Create Accounting'. To the right of these are input fields for 'Hold Name', 'Release Name', and 'Release Reason'. Below these are 'Release Holds' and 'Print Notice' checkboxes, followed by input fields for 'Printer', 'Sender Name', and 'Sender Title'. At the bottom are 'OK' and 'Cancel' buttons.

<input type="checkbox"/> Validate	
<input type="checkbox"/> Validate Related Invoices	
<input type="checkbox"/> Cancel Invoices	
<input checked="" type="checkbox"/> Apply/Unapply Prepayment...	
<input type="checkbox"/> Pay in Full...	
<input type="checkbox"/> Create Accounting	
<input type="checkbox"/> Release Holds	Hold Name <input type="text"/>
	Release Name <input type="text"/>
	Release Reason <input type="text"/>
<input type="checkbox"/> Print Notice	Printer <input type="text"/>
	Sender Name <input type="text"/>
	Sender Title <input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

5. In the Invoice Actions window, select Apply/Unapply Prepayments, select (B) OK.

Apply/Unapply Prepayments (FEDERAL RAILROAD ADMIN) - 21-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Amount **10.00**
 Invoice Amount Unpaid **10.00**

Prepayment on Invoice

Apply ☒ ☐

Amount To Apply	GL Date	Number	Dist	Tax Code	Amount Available	Site
10.00	21-AUG-2002	BET PRE321	1		30.00	WASHINGTON1

Description PO Num
 Account **ALAMEDA PROGRAM.NOT APPLICABLE.NOT APPLICABLE.NOT** Receipt Num

Existing Prepayment Applications

Unapply ☐ ☐ ☐

Amount Applied	GL Date	Number	Dist	Tax Code	Site

Description PO Num
 Account Receipt Num

Invoice Overview Apply/Unapply

APPLY/UNAPPLY PREPAYMENTS		
Field Name	Comments	Required?
Apply Checkbox	Select each prepayment that you want to apply to the invoice. The only prepayments that will be displayed will have the same supplier as the invoice. Payables displays all available validated and not fully applied prepayments to which you can apply to the invoice.	Yes
Prepayment on Invoice Checkbox	Indicates the invoice amount was reduced by a particular prepayment.	No
Amount to Apply	Enter the amount of the prepayment to apply to the invoice.	Yes
GL Date	Accounting date of the prepayment application. This value will be the GL Date on the prepayment distribution that Payables creates.	Yes
Number	Displays the Prepayment Invoice Numbers available to be applied to an invoice. The only prepayments that will be displayed will have the same supplier as the invoice.	Display Only
Dist	Distribution number of the prepayment Item distribution.	Display Only
Tax Code	Tax Code on the prepayment Item distribution. This value defaults to the Tax Code on the prepayment distribution that Payables creates.	Display Only

Amount Available	Displays the amount of the prepayment that you can apply. This is the original distribution amount minus any existing amounts applied to invoices.	Display Only
Site	Displays the supplier site to which the prepayment was paid.	Display Only
Print Checkbox	Select the Print checkbox to print the prepayment.	No
Description	Displays the description of the selected prepayment.	Display Only
Account	Displays the account to which the prepayment was charged.	Display Only
PO Num	If the prepayment distribution was purchase order matched, Payables displays the transaction to which it was matched.	Display Only
Receipt Num	If the prepayment distribution was purchase order matched, Payables displays the transaction to which it was matched.	Display Only
Existing Prepayment Applications Area		
Unapply Checkbox	Select each prepayment that you want to unapply to the invoice.	No
Amount Applied	Displays the amount of the prepayment applied to the invoice.	Display Only
GL Date	Accounting date of the prepayment application. This value will be the GL Date on the prepayment distribution that Payables creates.	Yes
Number	Displays the Prepayment Invoice Numbers available to be applied to an invoice.	Display Only
Dist	Distribution number of the prepayment Item distribution.	Display Only
Tax Code	Tax Code on the prepayment Item distribution. This value defaults to the Tax Code on the prepayment distribution that Payables creates.	Display Only
Site	Displays the supplier site to which the prepayment was paid.	Display Only
Description	Displays the description of the selected distribution. This value defaults to the new Prepayment distribution, and you can modify the description in the Distributions window.	Display Only
Account	Displays the account to which the prepayment was charged.	Display Only
PO Num	If the prepayment distribution was purchase order matched, Payables displays the transaction to which it was matched.	Display Only
Receipt Num	If the prepayment distribution was purchase order matched, Payables displays the transaction to which it was matched.	Display Only

6. Select (B) Apply/Unapply.

7. The application of your payment is shown in the Existing Prepayment Applications area.

Unapply Prepayments

Oracle Public Sector Payables

N → Invoices → Entry → Invoices

B → Actions

Invoice Actions

Oracle Public Sector Payables Invoice Actions

☐ Validate

☐ Validate Related Invoices

☐ Cancel Invoices

☒ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Release Holds

Hold Name

Release Name

Release Reason

☐ Print Notice

Printer

Sender Name

Sender Title

OK Cancel

8. Select checkbox Apply/Unapply Prepayments
9. Select (B) OK.

Apply/Unapply Prepayments (FEDERAL RAILROAD ADMIN) - 21-AUG-2002, 1120 VERMONT AVE ASSOC

Invoice Amount **10.00**
 Invoice Amount Unpaid **0.00**

Prepayment on Invoice

Apply

Amount To Apply	GL Date	Number	Dist	Tax Code	Amount Available	Site
		BET PRE321	1		20.00	WASHINGTON1

Description PO Num
 Account Receipt Num

Existing Prepayment Applications

Unapply

Amount Applied	GL Date	Number	Dist	Tax Code	Site
10.00	21-AUG-2002	BET PRE321	4		WASHINGTON146

Description PO Num
 Account **ALAMEDA PROGRAM.NOT APPLICABLE.NOT APPLICABLE.NOT** Receipt Num

Invoice Overview Apply/Unapply

APPLY/UNAPPLY PREPAYMENTS		
Field Name	Comments	Required?
Apply Checkbox	Select each prepayment that you want to apply to the invoice. The only prepayments that will be displayed will have the same supplier as the invoice. Payables displays all available validated and not fully applied prepayments to which you can apply to the invoice.	Yes
Prepayment on Invoice Checkbox	Indicates the invoice amount was reduced by a particular prepayment.	No
Amount to Apply	Enter the amount of the prepayment to apply to the invoice.	Yes
GL Date	Accounting date of the prepayment application. This value will be the GL Date on the prepayment distribution that Payables creates.	Yes
Number	Displays the Prepayment Invoice Numbers available to be applied to an invoice. The only prepayments that will be displayed will have the same supplier as the invoice.	Display Only
Dist	Distribution number of the prepayment Item distribution.	Display Only
Tax Code	Tax Code on the prepayment Item distribution. This value defaults to the Tax Code on the prepayment distribution that Payables creates.	Display Only

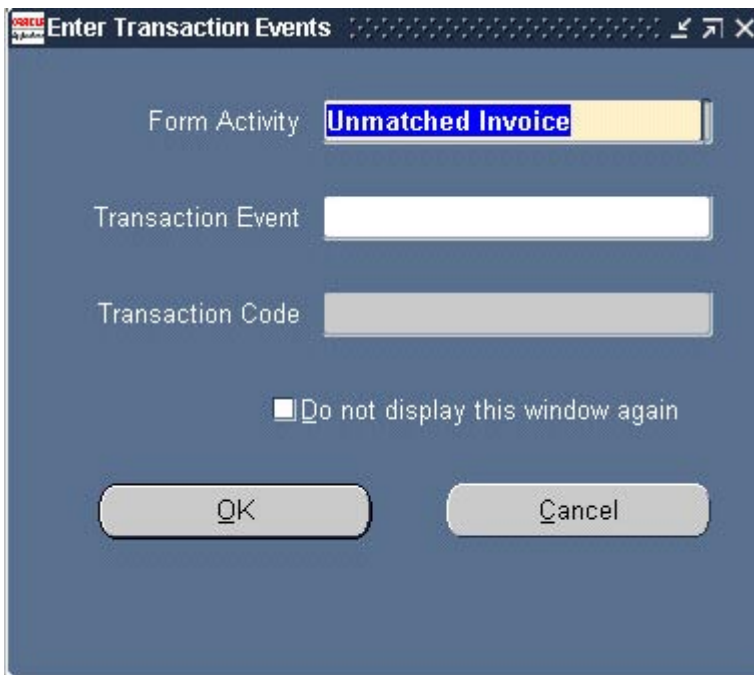
Amount Available	Displays the amount of the prepayment that you can apply. This is the original distribution amount minus any existing amounts applied to invoices.	Display Only
Site	Displays the supplier site to which the prepayment was paid.	Display Only
Print Checkbox	Select the Print checkbox to print the prepayment.	No
Description	Displays the description of the selected prepayment.	Display Only
Account	Displays the account to which the prepayment was charged.	Display Only
PO Num	If the prepayment distribution was purchase order matched, Payables displays the transaction to which it was matched.	Display Only
Receipt Num	If the prepayment distribution was purchase order matched, Payables displays the transaction to which it was matched.	Display Only
Existing Prepayment Applications Area		
Unapply Checkbox	Select each prepayment that you want to unapply to the invoice.	No
Amount Applied	Displays the amount of the prepayment applied to the invoice.	Display Only
GL Date	Accounting date of the prepayment application. This value will be the GL Date on the prepayment distribution that Payables creates.	Yes
Number	Displays the Prepayment Invoice Numbers available to be applied to an invoice.	Display Only
Dist	Distribution number of the prepayment Item distribution.	Display Only
Tax Code	Tax Code on the prepayment Item distribution. This value defaults to the Tax Code on the prepayment distribution that Payables creates.	Display Only
Site	Displays the supplier site to which the prepayment was paid.	Display Only
Description	Displays the description of the selected distribution. This value defaults to the new Prepayment distribution, and you can modify the description in the Distributions window.	Display Only
Account	Displays the account to which the prepayment was charged.	Display Only
PO Num	If the prepayment distribution was purchase order matched, Payables displays the transaction to which it was matched.	Display Only
Receipt Num	If the prepayment distribution was purchase order matched, Payables displays the transaction to which it was matched.	Display Only

10. Payables displays your applied payment in the Existing Prepayment Applications Area. Select the payment that you want to unapply, select (B) Apply/Unapply.

Entering Invoice Distributions Prior to Prepayment Application

Distributions

Oracle Public Sector Payables
N → Invoices → Entry → Invoices
Enter Transaction Events



Form Activity: Unmatched Invoice

Transaction Event:

Transaction Code:

☐ Do not display this window again

OK Cancel

1. Select (B) Cancel on the Enter Transaction Events screen to exit. A Caution window will appear. Select (B) OK to bypass.

Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total
Actual Total

Tammy Enter Invoices

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invo	Invoice Amount	[]	GL
Standard						USD			

Amount Paid: **USD**

Holds:
Status: **Never Approved**
Desc:

Distribution Total:
Accounted: **No**

Actions... 1 Hlds Payments Match **Purchase Order** ▼

Scheduled Payments Overview Distributions

- Find the invoice you want to enter distributions for.
- Select (B) Distributions.

Note: Four separate distributions will need to be manually entered to Reverse Prepayment Budgetary Accounts. The SGL Account will change for each distribution line.

Note: The distribution for the expense (6100xxxx) will be automatically inserted when the invoice is matched to a purchase order.

Distributions (FEDERAL RAILROAD ADMIN) - TW 9, DOT-TRANSP ADMIN SERVICE CENTER

Invoice Total **500.00**
Distribution Total **500.00**

Num	Type	Amount	Tax Code	GL Date	Account
1	Item	500.00		10-JUL-2001	2710700000.2001.0901050000.4

Status **Never Approved** Accounted **No** PO Number

Account Description **SAFETY AND OPERATIONS, FR.BY 2001.SAL EXP ADMINISTRATION FI.INFO? T**

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS		
Field Name	Comments	Required?
Number	Accept default to sequential numbering.	Yes
Type	Select distribution Type from List of Values. Choose Item for goods or services. Choose Miscellaneous for other expenses on an invoice that are not freight or tax.	Yes
Amount	Enter the distribution Amount that will charge the General Ledger Account. For the Reversal of Prepayment Budgetary Accounts, the amounts for SGT accounts 49010000 and 48020000 are positive. The amounts for 49020000 and 48010000 are negative, therefore insert a “-“ prior to the amount.	Yes
Tax Code	Enter a Tax Code if applicable.	No
GL Date	Accept default from the invoice, or change to any date in an open or future period. Payables use the GL Date to determine when to create a journal entry for the distribution.	Yes
Account	Enter the Account to be charged using the List of Values. Refer to the next screen shot for details on the Account field.	Yes

- Enter the amount of the Advance/Prepayment to be applied in the Amount field and tab to the Account field.

Note: For the Reversal of Prepayment Budgetary Accounts, the amounts for SGL accounts 49010000 and 48020000 are positive. The amounts for 49020000 and 48010000 are negative, therefore insert a (-) (minus) prior to the amount.

5. When the Alias screen appears, enter an Alias or select (B) OK to enter the distribution accounting flexfield (AFF).

Note: Each of the four distribution lines to be entered will contain the same Fund, Budget Year, BPAC, Organization, and Object Class. Only the SGL account will change.

Note: The SGL accounts are as follows: 48020000 (+), 48010000 (-), 49010000 (+), and 49020000 (-).

For example, if the expense distribution is for \$500.00 and you are applying a \$100.00 prepayment. The distributions are as follows:

Accounting Flexfield	SGL Acct	Amount
270070000.2000.0101000000.50A0000000.21000	61006600	500.00
270070000.2000.0101000000.50A0000000.21000	48020000	100.00
270070000.2000.0101000000.50A0000000.21000	48010000	<100.00>
270070000.2000.0101000000.50A0000000.21000	49010000	100.00
270070000.2000.0101000000.50A0000000.21000	49020000	<100.00>

If you have multiple distributions, it is necessary to make the four budgetary entries for **each** expense distribution.

For example, there are two expense distributions totaling \$500.00 and you are paying the invoice in total by applying prepayments. The distributions are as follows:

Accounting Flexfield	SGL Acct	Amount
270070000.2000.0101000000.50A0000000.21000	61006600	300.00
270070000.2000.0101000000.50A0000000.21000	61006600	200.00
270070000.2000.0101000000.50A0000000.21000	48020000	300.00
270070000.2000.0101000000.50A0000000.21000	48010000	<300.00>
270070000.2000.0101000000.50A0000000.21000	49010000	300.00
270070000.2000.0101000000.50A0000000.21000	49020000	<300.00>
270070000.2000.0101000000.50A0000000.21000	48020000	200.00
270070000.2000.0101000000.50A0000000.21000	48010000	<200.00>
270070000.2000.0101000000.50A0000000.21000	49010000	200.00
270070000.2000.0101000000.50A0000000.21000	49020000	<200.00>

If the traveler's expenses are less than the prepayment, it is necessary to input the amounts for the four budgetary entries based on the amounts used in the Treasury Confirmation of the advance and the invoice.

For example, the advance was made for \$250 but the actual invoice (voucher) was only for \$175. The distributions are as follows:

AFF	SGL Account	Amount
270070000.2000.0101000000.50A0000000.21000	61006600	175.00
270070000.2000.0101000000.50A0000000.21000	48020000	250.00
270070000.2000.0101000000.50A0000000.21000	48010000	<250.00>

270070000.2000.0101000000.50A0000000.21000	49010000	175.00
270070000.2000.0101000000.50A0000000.21000	49020000	<175.00>

Note: The expense SGL account (61006600) will default when the invoice is matched to the Purchase Order.

FRA_AFF

FUND: 2710700000 SAFETY AND OPERATIONS, FRA, FY-01, DIRECT

BUDGET YEAR: 2001 BY 2001

BPAC: 0903000000 SAL EXP OFC RESEARCH & DEVELOPMENT

ORGANIZATION: 9030000000 RESEARCH & DEVELOPMENT, OFFICE OF

OBJECT CLASS: 233F0 RENTAL - TELEPHONE EQUIPMENT

SGL ACCOUNT: 61006600 N,P - OPERATING EXPENSES/PROGRAM COSTS

FUTURE 1: 0000000000 NOT APPLICABLE

FUTURE 2: 0000000000 NOT APPLICABLE

FUTURE 3: 0000000000 NOT APPLICABLE

FUTURE 4: 0000000000 NOT APPLICABLE

Buttons: OK, Cancel, Combinations, Clear, Help

(AGENCY NAME) AFF		
Field Name	Comments	Required?
Alias (separate window)	Select the account Alias.	No
Fund	Select the account Fund.	Yes
Budget Year	Select the Budget Year.	Yes
BPAC	Select the account BPAC.	Yes
Organization	Select the Organization.	Yes
Object Class	Select the Object Class.	Yes
SGL Account	Select the SGL Account.	Yes
Future 1-4 Fields	Accept default of zeros. Fields are not applicable at this time.	Yes

6. Select (B) OK to return to Distributions screen, to continue input.

Distributions (FEDERAL RAILROAD ADMIN) - TW 9, DOT-TRANSP ADMIN SERVICE CENTER

Invoice Total **500.00**
Distribution Total **500.00**

	Includes Tax	Track as Asset	Description	Income Tax Type	Income Tax Region
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Status **Never Approved** Accounted **No** PO Number

Account Description **SAFETY AND OPERATIONS, FR.BY 2001.SAL EXP ADMINISTRATION FI.INFO? T**

Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Includes Tax	Enable checkbox to indicate if a distribution amount includes tax. DOT does not use this functionality at this time.	No
Track As Asset	Verify the checkbox has been enabled when the account type is an asset.	No
Description	Accept default from invoice header or change accordingly per distribution line.	Yes
Income Tax Type	Displays the Income Tax Type from the supplier master file.	Display Only
Income Tax Region	Displays the Income Tax Region from the supplier master file's site region.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - TW 9, DOT-TRANSP ADMIN SERVICE CENTER

Invoice Total **500.00**
Distribution Total **500.00**

☐ Final Match Match Quantity Price PO Number PO Li

No

Status **Never Approved** Accounted **No** PO Number

Account Description **SAFETY AND OPERATIONS, FR.BY 2001.SAL EXP ADMINISTRATION FI.INFO? T**

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Final Match	Enter No if invoice is not purchase order matched. Enter Yes only if the distribution is matched to purchase order and you want the system to permanently close the purchase order during Approval.	No
Match Quantity	Displays the quantity billed if invoice is matched to a purchase order. If distribution is not matched, Payables leaves the field blank.	Display Only
Price	Displays the invoice unit price for a distribution created by purchase order matching. If distribution is not matched, Payables leaves the field blank.	Display Only
PO Number	Displays the purchase order to which the distribution is matched.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - TW 9, DOT-TRANSP ADMIN SERVICE CENTER

Invoice Total **500.00**
Distribution Total **500.00**

PO Line Num	PO Shipment Num	PO Distribution Num	Receipt Number	Project

Status **Never Approved** Accounted **No** PO Number

Account Description **SAFETY AND OPERATIONS, FR.BY 2001.SAL EXP ADMINISTRATION FI.INFO? T**

[Allocate](#) [Reverse 1](#) [Calculate Tax](#)

[View PO](#) [View Receipt](#)

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
PO Line Num	Displays the purchase order line number to which the distribution is matched.	Display Only
PO Shipment Num	Displays the purchase order shipment number to which the distribution is matched.	Display Only
PO Distribution Num	Displays the purchase order distribution number to which the invoice distribution is matched.	Display Only
Receipt Num	Displays the receipt number to which the distribution is matched.	Display Only
Project	Enter the Project number using the LOV if the distribution is project related.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - TW 9, DOT-TRANSP ADMIN SERVICE CENTER

Invoice Total **500.00**
Distribution Total **500.00**

Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Quantity	Unit of Measure

Status **Never Approved** Accounted **No** PO Number

Account Description **SAFETY AND OPERATIONS, FR.BY 2001.SAL EXP ADMINISTRATION FI.INFO? T**

[Allocate](#) [Reverse 1](#) [Calculate Tax](#)

[View PO](#) [View Receipt](#)

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Task	Enter project Task if Project number is entered.	No
Expenditure Type	Enter Expenditure Type if Project number is entered.	No
Expenditure Organization	Enter Expenditure Organization if Project number is entered.	No
Expenditure Item Date	Enter Expenditure Item Date if Project number is entered.	No
Quantity	DOT does not use this functionality at this time.	No
Unit of Measure (UOM)	Displays a statistical unit if you have defined one for the distribution's account in the general ledger.	No

Distributions (FEDERAL RAILROAD ADMIN) - TW 9, DOT-TRANSP ADMIN SERVICE CENTER

Invoice Total **500.00**
Distribution Total **500.00**

Prepayment Number	Prepayment Distributic	Prepay Amt Remaining	Statistical Qty	Withholding Tax Group

Status **Never Approved** Accounted **No** PO Number

Account Description **SAFETY AND OPERATIONS, FR.BY 2001.SAL EXP ADMINISTRATION FI.INFO? T**

[Allocate](#) [Reverse 1](#) [Calculate Tax](#)

[View PO](#) [View Receipt](#)

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Prepayment Number	The invoice number of the prepayment applied to the invoice.	Display Only
Prepayment Distribution	Prepayment Distribution.	Display Only
Prepay Amt Remaining	For item distributions of a prepayment, this field displays the total Item distribution amount that has not yet been applied to an invoice.	Display Only
Statistical Qty	Statistical quantity based on the unit of measure.	Display Only
Withholding Tax Group	Withholding Tax group for the distribution. Not used by DELPHI.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - TW 9, DOT-TRANSP ADMIN SERVICE CENTER

Invoice Total **500.00**
Distribution Total **500.00**

Withholding Tax Creation	Status	Accounted	Receipt Date	Merchant Doc Num	Merchant Name	Merchant Tax Reg Num
	Never Approved	No				

Status **Never Approved** Accounted **No** PO Number

Account Description **SAFETY AND OPERATIONS, FR.BY 2001.SAL EXP ADMINISTRATION FI.INFO? T**


Allocate Reverse 1 Calculate Tax

View PO View Receipt

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Withholding Tax Creation Type	Not used by DELPHI.	Display Only
Status	Approval status of the distribution.	Display Only
Accounted	Payables displays yes or no to indicate if accounting entries have been created for the distribution.	Display Only
Receipt Date	Not used by DELPHI.	Display Only
Merchant Doc Num	Not used by DELPHI.	Display Only
Merchant Name	Not used by DELPHI.	Display Only
Merchant Tax Reg Num	Not used by DELPHI.	Display Only

Distributions (FEDERAL RAILROAD ADMIN) - TW 9, DOT-TRANSP ADMIN SERVICE CENTER

Invoice Total **500.00**
Distribution Total **500.00**

 ☒

Merchant Taxpayer ID	Merchant Reference	Country of Supply	USSGL Transaction Code	Encumbered
			B302D-AP Inv	No

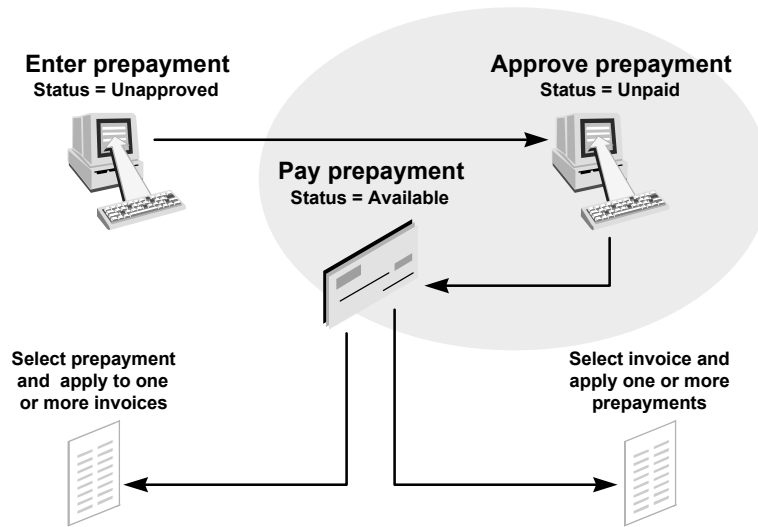
Status **Never Approved** Accounted **No** PO Number

Account Description **SAFETY AND OPERATIONS, FR.BY 2001.SAL EXP ADMINISTRATION FI.INFO? T**

DISTRIBUTIONS (continued using scroll bar)		
Field Name	Comments	Required?
Merchant Taxpayer Id	Not used by DELPHI.	Display Only
Merchant Reference	Not used by DELPHI.	Display Only
Country of Supply	Not used by DELPHI.	Display Only
USSGL Transaction Code	Enter the Transaction Code for the distribution.	Yes
Encumbered	Not used by DELPHI.	Display Only

7. Select (I) Save, to save invoice distribution lines.

Approving and Paying Prepayments



Overview

- You must fully pay a prepayment before you can apply it to an invoice.
- Pay a prepayment just as you would any other invoice. You cannot partially pay a prepayment.
- Apply a prepayment on or after the settlement date.
- Approve online in the Actions window, or submit approval in a batch from the Submit Requests window.
- Submit AutoApproval for the prepayment.
- Apply a prepayment to an invoice by selecting Actions and selecting Prepayments.

Identify and Review Available Prepayments

- Use the Prepayment Status Report to review details for outstanding prepayments.
- Include invoices to compare outstanding prepayments to outstanding invoices for a supplier.
- Submit the report for prepayments only to obtain a listing and a balance for all outstanding prepayments.
- Submit the report for a supplier type, a single supplier, and a date range.

Controlling Availability of Prepayments

- Enter a settlement date in the future.
- Place a hold on a prepayment to prevent payment.
- Place a hold on a prepayment payment schedule.

Canceling Prepayments

- Cancel a prepayment, as you do any invoice, in the Actions window of the Invoice screen.
- If a prepayment has been paid, the payment document that paid the prepayment must be voided before the prepayment can be canceled.
- You cannot void a payment document that paid a prepayment unless the prepayment is fully unapplied.
- Review cancellation information in the Invoices Summary window.

Lab 1: Processing and Applying a Prepayment

Instructions

You are required to pay \$500, in advance, to ACME, as a temporary prepayment on the purchase of equipment. ACME has sent an invoice for the deposit. Enter a prepayment and then pay the prepayment and apply it to the subsequent invoice for the balance due.

Note: A prepayment is a type of invoice you enter to make an advance payment to a supplier or employee. You can enter either a Temporary or a Permanent prepayment. **Temporary prepayment** can be applied to invoices you receive. For example, you may pay an employee an advance for travel expenses. You later apply the prepayment to one or more travel vouchers received to offset the amount paid to the employee.

Permanent prepayment cannot be applied to invoices. For example, you use a Permanent prepayment to pay a lease deposit for which you do not expect to be invoiced.

If you want to apply a prepayment to one or more invoices, you must first approve and pay the prepayment.

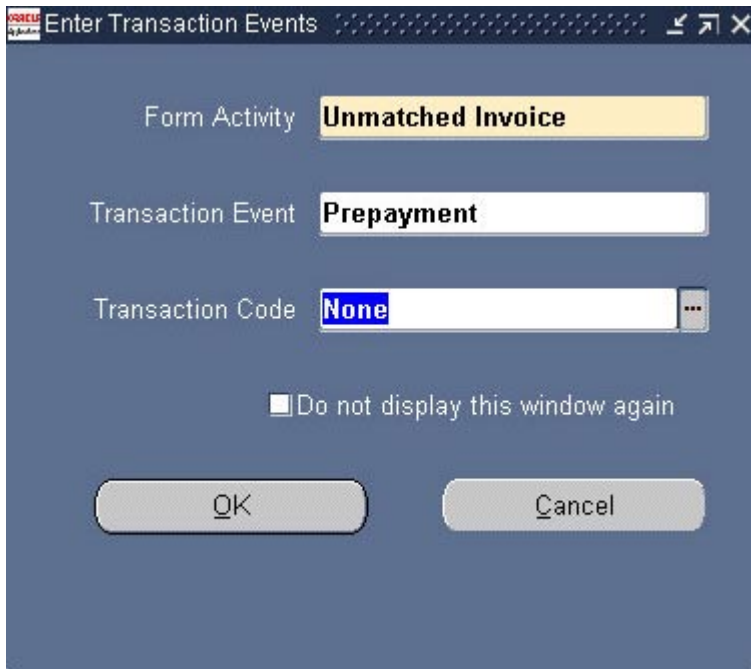
When you enter an invoice for a supplier for whom you have outstanding Temporary prepayments, Payables notifies you that you have prepayments available that you can optionally apply. You can also review the Prepayment Status report to check on the status of all prepayments in your system.

Lab 1 Solutions: Processing and Applying a Prepayment

Step 1: Create a Prepayment Invoice

1. Navigate to the Invoices window.

N → Invoices → entry → Invoices



Enter Transaction Events

Form Activity: Unmatched Invoice

Transaction Event: Prepayment

Transaction Code: None

☐ Do not display this window again

OK Cancel

2. In the Transaction Events screen, select Form Activity = Unmatched Invoice; Transaction Event = Prepayment; Transaction Code = NONE.
3. This is a Prepayment type invoice. In the Type field, select Prepayment.

Lab 1 Solutions: Processing and Applying a Prepayment

4. Enter the supplier ACME Incorporated
5. Select the supplier site as San Diego.
6. As the invoice is dated today, accept the default date.
7. Tab through the invoice number field. The system will enter the current date. Add an alpha character to the beginning or end of the date to create a unique identifier. Make a note of the invoice number you entered. This is used later when you apply the prepayment.
8. In the Amount field, enter the total due of the prepayment (\$500.00).
9. In the Description field, enter Prepayment – Acme Equipment.
10. Verify the terms defaulted correctly.
11. Verify the Payment Method defaulted correctly.
12. Change the Pay Group to Advances, Vendor.

Note: You always need to change the Pay Group to an advance pay group for any prepayment.
13. In the Prepayment Type Field -- since this prepayment will be applied to an invoice -- accept the default type of Temporary.
14. In the Settlement Date field, since the invoice for the balance could be received at any time, accept the default date of today's date.
16. Validate that your window appears similar to the one displayed below:

Lab 1 Solutions: Processing and Applying a Prepayment

Oracle Invoices (FEDERAL RAILROAD ADMIN)

Batch Control Total
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Prepayment	ACME INC	123123123	SAN DIE	28-FEB-2002	28-FEB-2002a	USD	500.0

Amount Paid
USD 0.00

Holds
Status **Never Approved**
Desc **Prepayment-Acme Equipment**

Distribution Total 0.00
Accounted **No**

Actions... 1 Holds Payments Match Receipt

Scheduled Payments Overview Distributions

17. Save your work.
18. Select (B) Distributions.
19. Enter the Amount of the invoice.
20. Select LOV in the Charge Account field.

Lab 1 Solutions: Processing and Applying a Prepayment

The screenshot shows the 'FRA_AFF' window in the Oracle system. It contains the following fields and values:

Field	Value	Description
FUND	2700700000	SAFETY AND OPERATIONS, FRA, FY-00, DIRECT
BUDGET YEAR	2000	BY 2000
BPAC	0101050000	SAL & EXP ADMINISTRATION & FINANCE
ORGANIZATION	4042000000	ACCOUNTING SYSTEMS STAFF
OBJECT CLASS	26620	OFFICE SUPPLIES & MATERIALS OFFICE SUP
SGL ACCOUNT	14506000	N/E - PREPAYMENTS
FUTURE 1	0000000000	NOT APPLICABLE
FUTURE 2	0000000000	NOT APPLICABLE
FUTURE 3	0000000000	NOT APPLICABLE
FUTURE 4	0000000000	NOT APPLICABLE

At the bottom of the window are five buttons: OK, Cancel, Combinations, Clear, and Help.

21. Note how the prepayment general ledger SGL Account is automatically generated. Enter the rest of the Charge Account segments.
22. Close the Distributions window.
23. In the Invoices window, select (B) Actions.
24. Select Approve check box.
25. Select (B) OK.

Note: The status of the prepayment invoice, after approval will be displayed as “unpaid.”

26. Save your work.
27. Exit back to the Navigator screen.

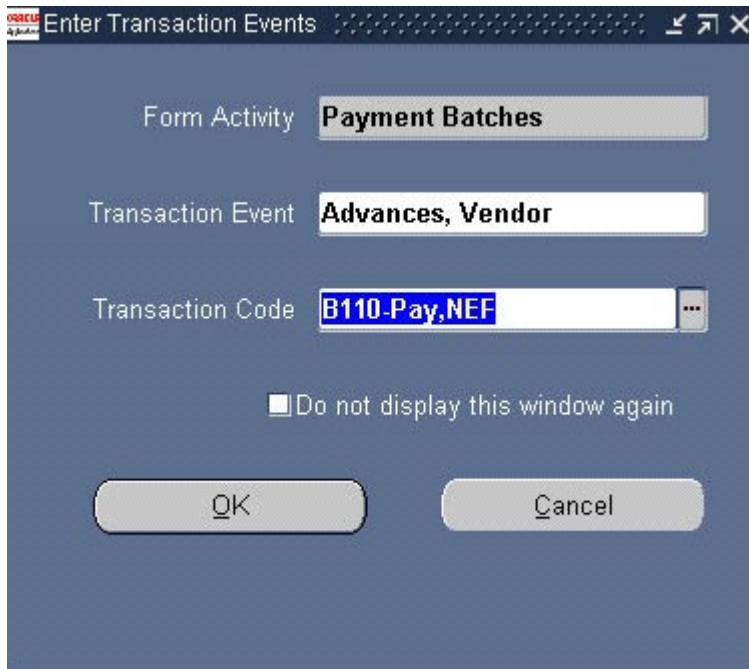
Lab 1 Solutions: Processing and Applying a Prepayment

Step 2: DEMO ONLY—Pay the Prepayment

1. Navigate to the Payment Batch window.

N → Payments → Entry → Payment Batches

2. In the Enter Transaction Events screen select the following from the LOV. Form Activity = Payment Batches; Transaction Event = Advances, Vendor; Transaction Code = B110-Pay,NEF.



Enter Transaction Events

Form Activity: **Payment Batches**

Transaction Event: **Advances, Vendor**

Transaction Code: **B110-Pay,NEF**

☐ Do not display this window again

OK Cancel

4. Enter the Payment Date as current date and 1 business day.
5. Select Advances Vendor as the Pay Group from LOV.

Lab 1 Solutions: Processing and Applying a Prepayment

6. Select "check" as the Document from LOV.
7. A popup window will appear telling you that your document is being reserved.
8. Enter the Pay Through Date depending on your Supplier's terms.
9. Verify that your window appears similar to the ones displayed below:

Batch Name	Batch Set Name	Template	Payment Date	Status	Pay G
P2702060CA		<input type="checkbox"/>	04-MAR-2002	New	ADVA
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Actions... 1 Copy To... 1 Payments

10. Select (B) Actions.

Lab 1 Solutions: Processing and Applying a Prepayment

11. In the Payment Batch Actions window select the following check boxes:
 - Select Invoices
 - Build Payments
 - Print Preliminary Register
12. Select (B) OK.
13. Oracle Payables displays four concurrent ID numbers. Monitor your concurrent requests until they have been successfully completed by choosing View Requests from the View menu, then (B) Find.
14. Select (B) Refresh data.
15. View the checks online by selecting (B) View Output for the Preliminary Register in the Requests screen. Write down the last check number. You will need this number for confirming the payment.
16. Leave the Payment Batches form open while you run your concurrent requests. When status for all requests shows “Completed”, go back to the Payment Batches screen and select (M) Query, Find. Doing this will open the Find Payment Batches screen, where you can type the Payment Batch Name. Select (B) Find. This will refresh the Payment Batches screen so that you can now Format the payment batch.
17. Select (B) Actions.

Lab 1 Solutions: Processing and Applying a Prepayment

18. In the Payment Batch Actions screen select the Format Payments checkbox.
19. Select (B) Refresh data.
20. Repeat steps 14 through 16. When the concurrent requests are finished running and the payment batch screen is refreshed, the status field in the Payment Batches screen will display Formatted.
21. Select (B) Actions.
22. In the Payment Batch Actions screen select the Confirm and Print Final Register checkboxes.

Lab 1 Solutions: Processing and Applying a Prepayment

23. Validate that your window appears similar to the one displayed below:

Payment Batch Actions

- ☐ Select Invoices
- ☐ Build Payments
- ☐ Modify Payment Batch...
- ☐ Print Preliminary Register
- ☐ Format Payments
- ☐ Print Now
- ☒ Confirm Payment Batch...
- ☐ Create Accounting
- ☐ Create Positive Pay File...
- ☒ Print Final Register
- ☐ Print Remittance Advice
- ☐ Cancel Payment Batch

Program

Printer

Program

Printer

Printer **anf2_113_ps**

Program

OK Cancel

24. Select (B) OK.

Lab 1 Solutions: Processing and Applying a Prepayment

25. Select (B) OK. Oracle Payables displays the Confirm Payment Batch window.

Confirm Payment Batch (FEDERAL RAILROAD ADMIN)

Batch Name: **P2702060CA**

Payment Documents

Status	From	To
Printed	3475	3475

Restart Batch... Cancel Remainder Confirm

26. In the Status field, enter Printed.

27. In the To field, enter the last check number that printed successfully and that you noted from the Preliminary Payment Register.

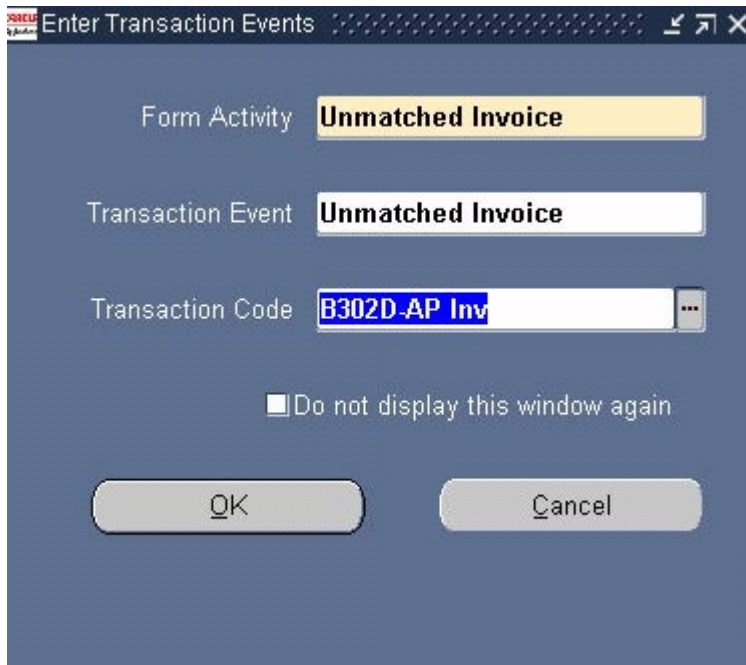
28. Select (B) Confirm.

Lab 1 Solutions: Processing and Applying a Prepayment

Step 3: Apply the Prepayments.

1. Navigate to the Invoices window.

N → Invoices → Entry → Invoices



The screenshot shows the 'Enter Transaction Events' dialog box. It has a title bar with the Oracle logo and window controls. The dialog contains three input fields: 'Form Activity' with the value 'Unmatched Invoice', 'Transaction Event' with the value 'Unmatched Invoice', and 'Transaction Code' with the value 'B302D-AP Inv'. Below these fields is a checkbox labeled 'Do not display this window again'. At the bottom are two buttons: 'OK' and 'Cancel'.

2. Enter the Transaction Event as Unmatched Invoice.
3. Enter the Transaction Code as B302D-AP INV.
4. Select (B) OK.
5. This is a standard invoice. Accept the default invoice type.
6. Enter the supplier Acme Incorporated.
7. Oracle Payables reminds you that there is a prepayment available for your supplier. Select (B) OK.

Lab 1 Solutions: Processing and Applying a Prepayment

The screenshot shows the Oracle Invoices (FEDERAL RAILROAD ADMIN) window. A modal dialog box titled "Note" is displayed in the center, containing the following text:

APP-SQLAP-10146: 1 prepayments exist for this supplier. 1 are available.

To apply or unapply prepayments, choose Actions and check Apply/Unapply Prepayments.

OK

The background window displays the following fields and controls:

- Batch Control Total: [Empty]
- Actual Total: [Empty]
- Table with columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, Invoice Amount.
- Amount Paid: USD [0.00]
- Holds: [Empty]
- Status: Never Approved
- Desc: [Empty]
- Distribution Total: 0.00
- Accounted: No
- Buttons: Actions... 1, Holds, Payments, Match, Purchase Order (dropdown), Scheduled Payments, Overview, Distributions.

8. Select the supplier site.
9. As the invoice is dated today, accept the default date.
10. Tab through the Invoice Number field and add an alpha character to the end of the date to create a unique identifier.
11. Enter the total due of the invoice in the Amount field (\$2,500.00).
12. Enter a description and terms date of the invoice. Verify the Terms, Payment Method, and Pay Group defaulted corrected.
13. Select (B) Distributions.
14. Enter the amount of the invoice.
15. Complete segments in the popup window.

Lab 1 Solutions: Processing and Applying a Prepayment

16. Validate that your window appears similar to the one displayed below:

The screenshot shows a window titled 'FRA_AFF' with a dark blue background. It contains several input fields and labels. The 'FUND' field is set to '2700700000' with the label 'SAFETY AND OPERATIONS, FRA, FY-00, DIRECT'. The 'BUDGET YEAR' is '2000' with a 'BY 2000' label. The 'BPAC' field is '0101050000' with the label 'SAL & EXP ADMINISTRATION & FINANCE'. The 'ORGANIZATION' is '4042000000' with the label 'ACCOUNTING SYSTEMS STAFF'. The 'OBJECT CLASS' is '26620' with the label 'OFFICE SUPPLIES & MATERIALS OFFICE SUP'. The 'SGL ACCOUNT' is '6100660'. Below these are four 'FUTURE' fields, all set to '0000000000' with the label 'NOT APPLICABLE'. At the bottom are buttons for 'OK', 'Cancel', 'Combinations', 'Clear', and 'Help'.

17. Select (B) OK. Verify that the Distribution Total is equal to the Invoice Total.

18. In the Distribution screen, enter the following four adjustments to reverse the Prepayment Budgetary Accounts. Using the same Fund, Budget Year, BPAC, Organization and Object Class as shown above.

Note: These 4 extra distribution lines must match the prepayment AFF for the fund, budget year, BPAC, organization and object class.

Amount	Fund	Budget Year	BPAC	Org	Object Class	SGL Account	Future's
500	2700700000	2000	0101050000	4042000000	26620	49010000	0000000000
-500	2700700000	2000	0101050000	4042000000	26620	49020000	0000000000
500	2700700000	2000	0101050000	4042000000	26620	48020000	0000000000
-500	2700700000	2000	0101050000	4042000000	26620	48010000	0000000000

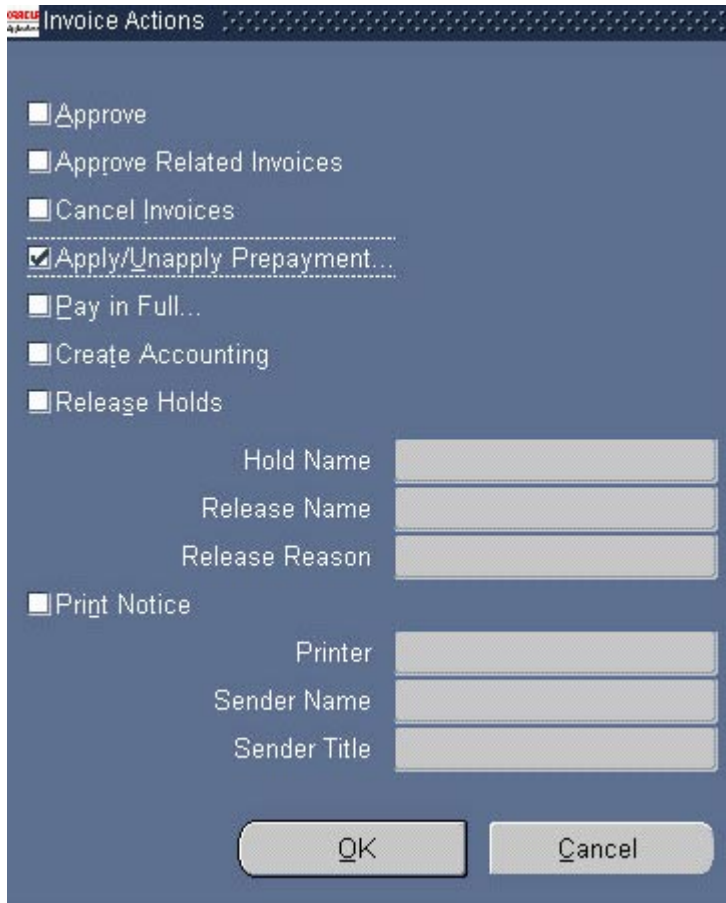
The amount you use for these 4 additional distributions is the amount that you are applying to the invoice. The amounts for SGL Accounts 4901 & 4802 are always positive.

The amounts for SGL Accounts 4902 & 4801 are always negative.

19. Save your work. Close the Distributions window.

Lab 1 Solutions: Processing and Applying a Prepayment

20. Select (B) OK.
21. To apply the prepayment to the invoice, from the Invoices window select (B) Actions.
22. In the Invoice Actions window, select Apply/Unapply Prepayment check box.



23. Select (B) OK. Oracle Payables displays the Apply/Unapply prepayments window.
24. The Apply/Unapply Prepayments window appears automatically on the left side of the window. Select the appropriate checkbox of the prepayment to apply. Make sure you select the prepayment invoice number you entered in the first part of the lab.

Lab 1 Solutions: Processing and Applying a Prepayment

25. In the Amount to Apply field, accept the default or enter the dollar amount to be applied.

26. Validate that your window appears similar to the one displayed below:

Apply/Unapply Prepayments (FEDERAL RAILROAD ADMIN) - 01-MAR-2002a, ACME INC

Invoice Amount: 2,500.00
Invoice Amount Unpaid: 2,500.00

Apply

	Amount To Apply	GL Date	Number	Dist	Tax Code	Amount Available	Site
<input checked="" type="checkbox"/>	500.00	01-MAR-2002	28-FEB-2002a	1		500.00	SAN DIEGO
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Description: Prepayment-Acme Equipment
PO Num:
Account: SAFETY AND OPERATIONS, FR.BY 2000.SAL & EXP ADMINISTRA
Receipt Num:
Print

Existing Prepayment Applications

Unapply

	Amount Applied	GL Date	Number	Dist	Tax Code	Site
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Description:
PO Num:
Account:
Receipt Num:
Invoice Overview
Apply/Unapply

27. Select (B) Apply/Unapply.

28. Note that in the Invoices window the Prepaid Amount field is updated.

29. Optionally, you can reopen the Apply/Unapply window, and see that your prepayment has now been applied.

Lab 1 Solutions: Processing and Applying a Prepayment

Apply/Unapply Prepayments (FEDERAL RAILROAD ADMIN) - 01-MAR-2002a, ACME INC

Invoice Amount **2,500.00**
Invoice Amount Unpaid **2,000.00**

Apply ☐ Amount To Apply GL Date Number Dist Tax Code Amount Available Site Print

Apply	Amount To Apply	GL Date	Number	Dist	Tax Code	Amount Available	Site
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Description PO Num
Account Receipt Num

Existing Prepayment Applications

Unapply ☐ Amount Applied GL Date Number Dist Tax Code Site

Unapply	Amount Applied	GL Date	Number	Dist	Tax Code	Site
<input type="checkbox"/>	500.00	01-MAR-2002	28-FEB-2002a	6		SAN DIEGO
<input type="checkbox"/>						
<input type="checkbox"/>						

Description **Prepayment-Acme Equipment** PO Num
Account **SAFETY AND OPERATIONS, FR.BY 2000.SAL & EXP ADMINISTRA** Receipt Num

30. In the Invoice header screen, you can also select (B) Overview to view the payment schedule.
31. Save your work.

Summary

In this lesson you should have learned how to do the following:

- Identify when to use prepayments.
- Enter prepayments.
- Enter prepayment distributions.
- Apply and unapply a prepayment to an invoice.
- Approve and pay a prepayment.

Processing Payment Batches

Chapter 8

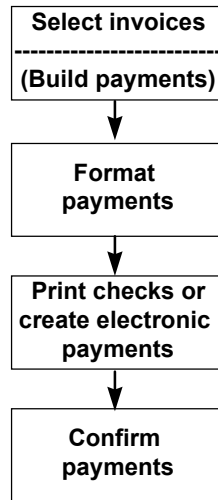
Processing Payment Batches

Section Objectives

At the end of this section, you should be able to:

- Initiate new payment batches
- Create and find payment batch templates
- Modify payment batches
- Format payment batches
- Confirm payment batches
- Find payment information
- Process EDI payments
- This will be performed as a Demo only.

Payment Batches Overview

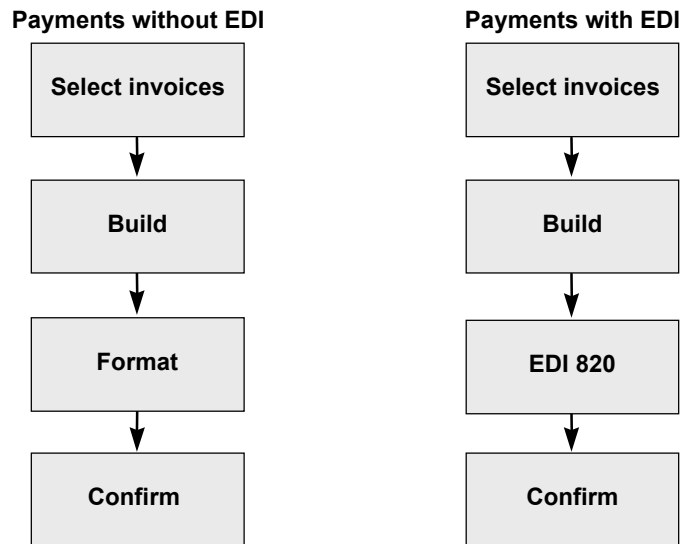


Use payment batches to create payments for multiple invoices that meet selection criteria you specify. In addition to controlling which invoices Oracle Payables selects for payment in the batch, you can also set limits on payment amounts and decide whether to take applicable discounts.

You follow a series of steps to create your payment batch payments, and you initiate each step from the Payment Batch Actions window.

1. Initiate the payment batch by entering criteria for invoices you want to pay. Oracle Payables selects invoices and from the list builds the payments; it determines which invoices will be paid on each payment document and lists this information for you on the Preliminary Payment Register.
2. Format payments to have Oracle Payables produce an output file.
3. Confirm the payment batch by recording the document numbers associated with each payment. During this step, Oracle Payables updates the invoice status to Paid and associates a payment number with the invoice and invoice payment.

Processing EDI Payments Overview

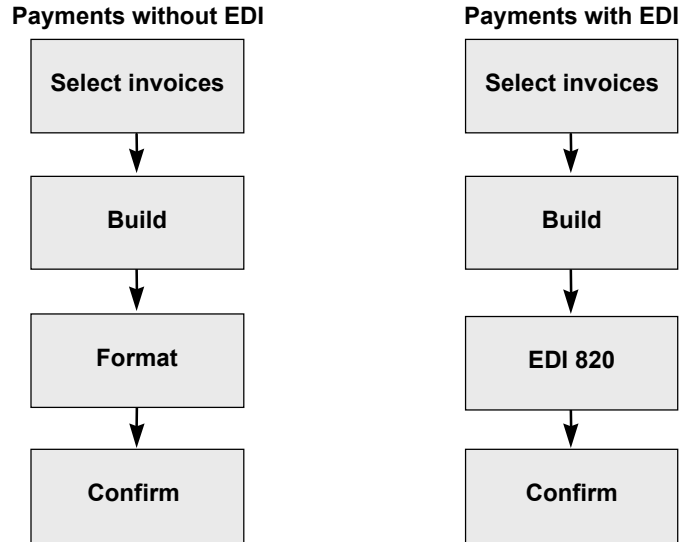


To create an electronic payment file that Oracle EDI Gateway formats and transfers to your bank, you follow nearly the same steps as in creating checks in a payment batch.

- Invoices are selected for payment based on the criteria you specify in the Payment Workbench. Payments are then built based on other criteria such as pay site.
- Instead of the format process which creates the check layout, the EDI 820 program runs and extracts the payment data to the Oracle EDI Gateway.
- The payment data is automatically sent to your EDI translator and then to the bank.
- Once the payment batch is formatted, you can confirm your payments and Oracle Payables marks the invoices as paid.

Payment Batches Overview

Processing EDI Payments Overview



To create an electronic payment file that Oracle EDI Gateway formats and transfers to your bank, you follow nearly the same steps as in creating checks in a payment batch.

- Invoices are selected for payment based on the criteria you specify in the Payment Workbench. Payments are then built based on other criteria such as pay site.
- Instead of the format process which creates the check layout, the EDI 820 program runs and extracts the payment data to the Oracle EDI Gateway.
- The payment data is automatically sent to your EDI translator and then to the bank.
- Once the payment batch is formatted, you can confirm your payments and Oracle Payables marks the invoices as paid.

Payment Batches Overview

Processing EDI Payments Overview

Oracle Payables Prerequisites

Oracle Payables prerequisites for processing EDI Payments are as follows:

- Set up suppliers for EDI transactions
 - Assign Electronic as the method of payment
 - Assign EDI payment formats
- Set up supplier bank accounts
- Define a unique pay group - Employee or Vendor
- Create a bank account for your EDI payments (this part of the initial one - time setup)
- Create a payment document with the Payment format of EDI Outbound (this part of the initial one - time setup)

Finding High-Level Payment Information

Find Payments

Oracle Public Sector Payables

N → Payments → Inquiry → Payment Overview

Find Payments

The screenshot shows the 'Find Payments' window in Oracle Public Sector Payables. The window is titled 'Find Payments' and has a standard Windows-style title bar. The main area is divided into three sections: 'Payments', 'Supplier', and 'Voucher Number'. The 'Payments' section has two input fields: 'Numbers' and 'Dates'. The 'Supplier' section has four input fields: 'Name', 'Taxpayer ID', 'Number', and 'Site'. The 'Voucher Number' section has two input fields: 'From' and 'To'. At the bottom right of the window are two buttons: 'Clear' and 'Find'.

FIND PAYMENTS		
Payments Area		
Field Name	Comments	Required?
Numbers	Enter a range of document numbers.	No
Dates	Enter a range of payment dates.	No
Supplier Area		
Name	To find payments made to a particular supplier. The number and taxpayer ID will default.	No
Taxpayer ID	Enter a Taxpayer ID. The name and number will default.	No
Number	Enter a supplier Number. The name and taxpayer ID will default.	No
Site	Enter the supplier Site name.	No
Voucher Number Area		

From	Enter a starting voucher number.	No
To	Enter an ending voucher number.	No

1. Select (B) Find to review the Payment Overview window.

Use the Payment Overview window to review the status of a payment and its related high-level information. Review information quickly when a supplier calls to inquire about the status of a payment. Since the Payment Overview window is a display-only window.

Payment Overview (FEDERAL RAILROAD ADMIN)

Supplier

Number: 1000239
 Currency: USD
 Amount: 45.00
 Date: 30-NOV-2000
 Batch: V2700335CF
 Voucher:
 Status: Negotiable
 Cleared Amount:
 Cleared Date:
 Void Date:
 Maturity Date:

Supplier

Name: 1120 VERMONT AVE ASSOC
 Taxpayer ID: 521148526
 Number: 521148526 Site: WASHINGTON
 Address: 1120 VERMONT AVE NW STE 900 WASHINGTON, DC 20005

Bank

Name: FRA TREASURY
 Account: FRATREASURY FY00 69070001
 Payment Document: CLEARING
 Payment Method: Clearing

Invoices

Number	Amount Paid	GL Date	Description
1364	45.00	30-NOV-2000	CALLS 209 AND 210

Navigation buttons: Invoice Overview, Bank, Supplier, Payments

PAYMENT OVERVIEW		
Field Name	Comments	Required?
Number	Displays the document number payables assigned to the payment.	Display Only
Currency	Displays the currency.	Display Only
Date	Displays the Payment Date.	Display Only
Batch	Displays the payment batch in which the payment was made.	Display Only
Voucher	DOT does not use this functionality.	Display Only
Status	Displays the status of the payment.	Display Only
Cleared Amount	DOT does not use this functionality.	Display Only
Cleared Date	DOT does not use this functionality.	Display Only
Void Date	Displays the date the payment was voided.	Display Only
Maturity Date	DOT does not use this functionality.	Display Only
Supplier Area		

Name	Displays the supplier name.	Display Only
Taxpayer Id	Displays the taxpayer ID.	Display Only
Number	Displays the supplier number.	Display Only
Site	Displays the supplier site.	Display Only
Address	Displays the supplier address.	Display Only
Bank Area		
Name	Displays the bank name.	Display Only
Account	Displays the bank account.	Display Only
Payment Document	Displays the payment document.	Display Only
Payment Method	Displays the payment method.	Display Only
Invoices Area		
Number	Displays the invoice number.	Display Only
Amount Paid	Displays the amount paid for the invoice.	Display Only
GL Date	Displays the GL date on the invoice.	Display Only
Description	Displays the Description on the invoice.	Display Only

2. Optionally, select (B) Payments to navigate to the Payments window to view additional details.
3. Optionally, select (B) Invoice overview to view additional details about the invoice.
4. Optionally, select (B) Bank to view additional details about the bank.
5. Optionally, select (B) supplier to view additional details about the supplier.

Finding Payments or Payment Batches

Find Payments

Oracle Public Sector Payables

N → Payments → Inquiry → Payments

Find Payments

Find Payments

Payment

Numbers -
Dates -
Amounts -
Currency
Bank Account
Payment Method
Accounted
Document Name
Batch

Supplier

Name
Number
Taxpayer ID
Site
Paid To Name

Voucher Audit

Category
Sequence Name
Number From
Number To

Status

Status
Dates -

FIND PAYMENTS		
Payment Area		
Field Name	Comments	Required?
Numbers	Enter a range of document Numbers.	No
Dates	Enter a range of payment Dates.	No
Amounts	Enter a range of payment Amounts.	No
Currency	Enter the type of Currency.	No
Accounted	Select the Accounted Status from the poplist.	No
Bank Account	Enter the Bank Account that payments were made.	No
Document Name	Enter the name of the document.	No

Payment Method	Enter the payment Method.	No
Batch	Enter the Batch number.	No
Supplier Area		
Name	Enter the supplier Name to find payments made to a particular supplier. The number and taxpayer ID will default.	No
Number	Enter a supplier Number. The name and taxpayer ID will default.	No
Taxpayer ID	Enter a Taxpayer ID. The name and number will default.	No
Site	Enter the supplier Site name.	No
Paid-To Name	Enter the name the payment was made to if different from the supplier/site.	No
Voucher Audit Area		
Category	Enter the document Category.	No
Sequence Name	Enter a Sequence Name.	No
Number From	Enter a starting voucher number.	No
Number To	Enter an ending voucher number.	No
Status Area		
Status	Enter a Status of the payment.	No
Dates	Enter a range of Dates for payments in the status selected above.	No

1. Select (B) Find to query on selected criteria.

Find Payment Batches

Oracle Public Sector Payables
N → Payments → Inquiry → Payment Batches
Find Payments Batches

Find Payment Batches

Batch Run Name

Batch Set Name

Batch Name

Bank Account

Payment Method

Status

Next Step

Payment Amounts -

Payment Dates -

Template

Document

Currency

Allow Zero Payments

Invoice Selection Criteria

Pay Group

Priorities -

Allow Zero Invoices

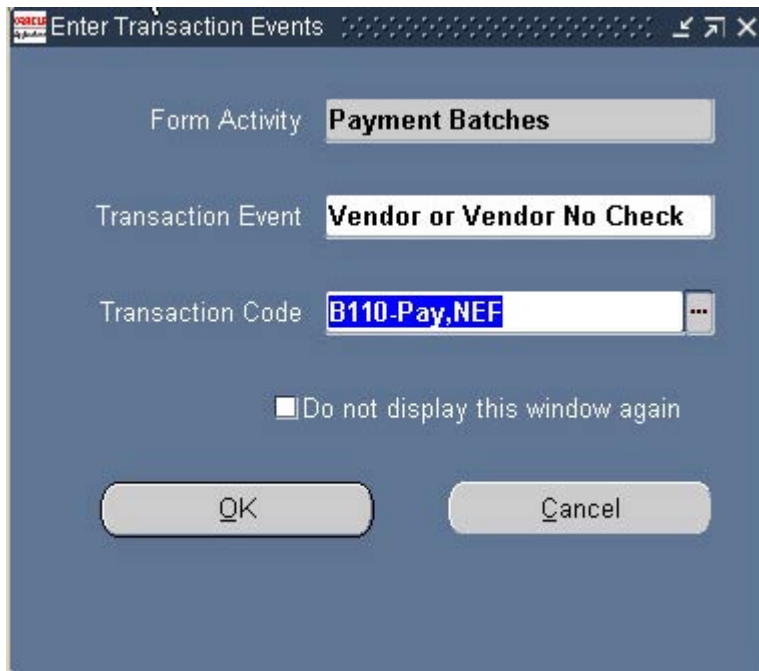
FIND PAYMENT BATCHES		
Field Name	Comments	Required?
Batch Run Name	Unique value entered when you submit a payment batch set for payment processing.	No
Batch Set Name	User defined name of a payment batch set.	No
Batch Name	Enter the Batch Name to be queried.	No
Template	Select yes, no, or leave blank.	No
Bank Account	Enter the Bank Account.	No
Document	Enter the document type.	No
Payment Method	Select the payment method.	No
Currency	Enter the currency.	No
Status	Select the status of the batch.	No
Allow Zero Payments	Select yes, no, or leave blank.	No
Next Step	Select the next step to be performed in the batch being queried.	No
Payment Amounts	Enter a range for payment amounts.	No
Payment Dates	Enter a range for payment dates.	No
Invoice Selection Criteria Area		
Pay Group	Enter the pay group for invoice selection.	No
Allow Zero Invoices	Select yes, no, or leave blank.	No
Priorities	Enter a range for payment priorities.	No

2. Select (B) Find to query on selected criteria.

Initiating New Payment Batches

Enter Transaction Events

Oracle Public Sector Payables
N → Payments → Entry → Payment Batches
Enter Transaction Events



Note: A transaction code is required for all payment batches, if it is not entered, the batch cannot be saved.

ENTER TRANSACTION EVENTS		
Field Name	Comments	Required?
Form Activity	Accept default of Payment Batches.	Display Only
Transaction Events	Choose Pay Group from LOV.	Yes
Transaction Code	Choose from LOV.	Yes

1. Enter the Transaction Event information and select (B) OK. The Payment Batches screen will appear.

Batch Name	Batch Set Name	Template	Payment Date	Status	Invoice
V2702229EA		<input type="checkbox"/>	19-AUG-2002	New	
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Actions... 1 Requery Batch Copy To... 1 Payments

2. Scroll to the right to view additional screens.

Invoice Batch Name	Supplier Name	Pay Group	Bank Account	Document
		VENDOR	FRATREASURY FY00	ELEC

Actions... 1 Requery Batch Copy To... 1 Payments

3. Enter the information in the Payment Batches Screen.

Refer to *Payment Batch Naming Convention [REF6010]*

PAYMENT BATCHES		
Field Name	Comments	Required?
Batch Name	Enter unique name for the Payment Batch using the Payment Batch Naming Convention. This name will be used later to query and confirm the payment batch. The batch cannot be saved unless it is entered correctly. The system will display an error message until it is corrected.	Yes
Batch Set Name	User defined name of a payment batch set.	No
Template	Select this checkbox to use this payment batch as a future template.	No
Payment Date	Enter the settlement date, which is the next business day. This is the date Treasury will print	Yes

	on the payment or remittance advice. Rule is current date plus one business day.	
Status	System generated status of the payment batch.	Display Only
Invoice Batch Name	Enter the Invoice Batch Name. This Invoice Batch Name will be used as a criteria for selecting invoices for payments from the selected batch.	No
Supplier Name	Enter the Supplier Name. The Supplier Name will be used as a criteria for selecting invoices for payments from the selected supplier.	No
Pay Group	Enter the Pay Group for the payment batch. This Pay Group will be used as criteria for selecting invoices for payment.	Yes
Bank Account	Bank Account will default as the internal bank account setup for the agency. Bank Account can be changed if necessary.	Yes
Document	Select the payment document used for the payment batch.	Yes
Payment Method	Select Payment Method from LOV.	Yes
Future Dated Payments	This checkbox indicates that the payments in the batch are future Dated Payments.	No
Reference	This field can be used to enter additional information or comments.	No
Next Step	System generates next step in the payment batch process.	Display Only
Pay Through Date	Enter the date that invoices are to be paid through. Payables uses this date as search criteria for the invoices selected for payment.	Yes
Hi Payment Priority	Enter range for priority of payments. For the DOT this field will default to 1.	Display Only
Low Payment Priority	Enter range for priority of payments. For the DOT this field will default to 99.	Display Only
Allow Zero Invoice	Select this checkbox to allow zero invoices to be selected for payment.	No
Include Only Due	Do not select this checkbox due to the Economically Beneficial Calculation required. This checkbox is selected to include only payments that are due on or before the pay through date.	No
Account Currency	Currency assigned to the bank account.	Display Only
Payment Currency	Field defaults to currency defined in the application.	Display Only
Exchange Rate Type	Field is used to determine rate type. DOT is using USD currency only. Therefore this field is not required.	No
Exchange Rate	Field is used to determine exchange rate. DOT is using USD currency only. Therefore this field is not required.	No
Minimum Payment	Field defaults minimum amount of payment from application setup based on agency and Treasury requirements.	Display Only
Maximum Payment	Field defaults maximum amount of payment from application setup based on agency and Treasury requirements.	Display Only
Maximum Outlay	Maximum outlay is the maximum amount Payables will pay for the batch total. There is not a maximum amount limit issued by Treasury.	No

Allow Zero Payments	Selecting this checkbox will allow payment of zero amount checks.	No
First Document	System generates next document number available.	Display Only
Last Document	System generates the last document number available.	Display Only
Voucher Number	DOT will be using the document numbers to process payment batches. Therefore this field is not required.	No
Document Order	Select the order in which you want to view your preliminary payment register.	No
Serial Number	DOT will be using the document numbers to process payment batches. Therefore this field is not required.	No
Audit Required	Select checkbox if audit of the payment batch is required.	No
Interval	DOT will be using the document numbers to process payment batches. Therefore this field is not required.	No
Anticipated Value Date	Expected date that your bank will withdraw funds from your bank account for the payments	No
Transfer Priority	DOT will be using the document numbers to process payment batches. Therefore this field is not required.	No
Transaction Code	Transaction Code defaults from selection made in the Select Event Transaction form.	Yes
Payment Total	System generates total amount to be paid in the payment batch.	Display Only
Invoice Count	System generates total invoice count to be paid in the payment batch.	Display Only
Negotiable Payment Count	System generates total of negotiable invoices to be paid in the payment batch.	Display Only
Overall Payment Count	System generates total payment document count to be paid in the payment batch.	Display Only
Exchange Date	System generates date used for currency conversion calculation. DOT not using multiple currency at this time.	Display Only

4. Select (B) Actions to open the Payment Batch Actions window.
5. To select and build the payment batch enable the following checkboxes: Select Invoices, Build Payments, and Print Preliminary Register.

Payment Batch Actions

☒ Select Invoices

☒ Build Payments

Program **Build Payments Program**

☐ Modify Payment Batch...

☒ Print Preliminary Register

Printer **anf2_124_ps**

☐ Format Payments

Program

☐ Print Now

Printer

☐ Confirm Payment Batch...

☐ Create Accounting

☐ Create Positive Pay File...

☐ Print Final Register

Printer

☐ Print Remittance Advice

Program

☐ Cancel Payment Batch

OK Cancel

PAYMENT BATCH ACTIONS		
Field Name	Comments	Required?
Select Invoices	Enable checkbox to allow Payables to determine which invoices will be paid on each payment document.	Yes
Build Payment	Enable checkbox to allow Payables to build the payments.	Yes
Program	Displays the output program used to build the payment document.	Display Only
Modify Payment Batch	Select if a modification needs to be made to the payment batch prior to formatting. You can prevent payment to a supplier or particular invoice, change an invoice amount or add an invoice that Payables did not originally select.	No
Print Preliminary Register	Enable checkbox to allow Payables to run this register automatically during the formatting process. Information such as the total amount, amount per invoice, and vendors associated with the payments are reported.	Yes

Printer	Allows automatic print capability of the Preliminary Register to a designated printer.	No
Format Payments	Enable checkbox to have Payables produce an output file for payment processing. This is enabled when payment batch is at the Built status.	Yes
Program	Displays the output file used to format payment batch.	Display Only
Print Now	Prints payment batch checks if selected along with Format Payments.	No
Printer	Displays the printer assigned.	Display Only
Confirm Payment Batch	Enable checkbox when payment batch is at the Formatted status. Updates the payment history of invoices paid and associates payment document numbers with the invoices.	Yes
Create Accounting	Enable checkbox to create accounting entries.	Yes
Create Positive Pay File	Creates a file that includes all checks in the payment batch, including negotiable, and non-negotiable.	No
Print Final Register	Payables automatically runs the final register during the confirm process.	No
Printer	Allows automatic print capability of the Final Register to a designated printer.	Display Only
Print Remittance Advice	Enable to allow a separate remittance advice to be sent to the vendor/employee.	No
Program	Displays the file used to create the advice.	Display Only
Cancel Payment Batch	Batch may be canceled if it has not been confirmed. Payables will update the status of each invoice selected in the batch to Unpaid and cancel the batch to make the payment document available for another use.	No

6. Select (B) OK.
7. From the Payment Batches screen, select (M) View and select Requests. The Find Requests window will appear. Confirm the All My Request radial button is selected.

8. Select (B) Find. The Requests window will show all requests, including those that are pending. To refresh the screen, select (B) Refresh Data. The Phase field will change to *Completed* and the Status field to *Normal*.
9. Select the Preliminary Payment Register and select (B) View Output. Note the amount of the payment, invoices and suppliers to be paid. The document numbers will be used when confirming the payment batch.
10. After Building the payment batch has completed normally, return to the Payment Batches screen. Refresh the Payment Batches screen by selecting (B) Requery Batch.

The status displayed will be **Built**.

The payment batch can only be modified when the status is **Built**.

Modifying Payment Batches

Modify Payment Batch

Note: Only modify a payment batch in a status of Built.

Oracle Public Sector Payables
N → Payments → Entry → Payment Batches
Enter Transaction Events

1. Select (B) Cancel to exit the Enter Transaction Events screen.
2. A Caution screen will be displayed. Select (B) OK to bypass it.
3. Select (M) View-Find to open the Find Payment Batches screen.
4. Select (B) Find to query all payment batches. However, the Find Payment Batches screen may be used to enter criteria that will narrow the search for particular payment batches.
5. In the Payment Batches screen, select the payment batch, and select (B) Payments. You can:
 - Modify the payment amount of an invoice
 - Prevent payment to a supplier
 - Prevent payment of a particular invoice
 - Add an invoice that Oracle Public Sector Payables did not originally select

Modify Payment Batch (FEDERAL RAILROAD ADMIN) - N270112310, DOT-TRANSP ADMIN SERVICE CENTER

Supplier: **DOT-TRANSP ADMIN SERVICE CENTER** Site: **WASHINGTON1544**

Pay: **Yes** Non-Payment Reason:

Amount: **500.00** Remit-to Account:

Selected Invoices ☒

Invoice Number	Pay	Discount Amount	Payment Amount Maximum	Proposed []
TW 9	Yes	0.00	500.00	500.00

Due Date: **09-AUG-2001** Amount Due: **500.00**

Withheld Amount: Interest Amount:

- If further information is needed select (B) Invoice Overview.
- Save after each change is made.
- Select (B) Build after all your changes are made. Oracle Public Sector Payables automatically rebuilds payments after you modify the payment batch. After you complete your modifications, you can review your changes on a new Preliminary Payment Register and modify the payment batch again or continue with formatting payments.

MODIFY PAYMENT BATCH		
Field Name	Comments	Required?
Supplier	Displays the Supplier name in which the payment is being made.	Display Only
Site	Displays the supplier Site in which the payment is being made.	Display Only
Pay	Select Yes to Pay the supplier. Select No to remove invoices related to the supplier. Select Force to pay the supplier even though the payment batch exceeds the maximum outlay.	Yes
Non-Payment Reason	Select a reason from the LOV when No has been selected in the pay field.	No
Amount	Displays the Amount that will be paid.	Display Only
Remit-to Account	If the Allow Remit-to Account Override Payables option is enabled, the Remit-to Account can be changed to another bank account that is assigned to the supplier site.	No
Selected Invoices Area		
Invoice Number	Displays the Invoice Numbers associated with the supplier.	Display Only

Pay	Select Yes to include the invoice in the payment batch. Select No to delete the invoice from the payment batch. Select Force to pay an invoice even though the payment batch exceeds the maximum outlay.	Yes
Discount Amount	Enter amount of discount on invoice.	No
Maximum	Displays the Maximum Payment amount for the invoice.	Display Only
Proposed	Displays the Proposed payment amount for the invoice.	Display Only
Due Date	Displays the date the invoice(s) are due.	Display Only
Amount Due	Display the Amount Due on the invoice.	Display Only
Withheld Amount	Displays the Amount Withheld from an invoice.	Display Only
Interest Amount	Displays the amount of interest due on the invoice.	Display Only

A government payment batch **must** be modified to only include the type of government payment batch you have created.

For example: A government payment batch for outside DOT agencies must be modified to exclude DOT agencies.

The payment batch **must** be limited to include only the invoices that have the same Treasury Date period.

For example: IPAC payments that have a Treasury Date of June 2000 must be modified to exclude payments in any other period.

11. Select (B) Actions to open the Payment Batch Actions window.
12. Enable the Format Payments check box to format the batch.
13. Select (B) OK.
14. Select (B) Requery Batch until the status changes from Built to Formatted.
15. To confirm the batch and produce the final payment register select (B) Actions.
16. Select checkboxes to Confirm Payment Batch and Print Final Register. Select (B) OK. The Confirm Payments screen appears.

Status	From	To
Printed	1100433	

17. The status of the Payment Document should be Printed from LOV.

The number of documents should correspond to the number of payments being made.

18. Enter the ending document number, located on the Preliminary Payment Register, in the To field.
19. Select (B) Confirm.
20. Select (B) Requery Batch until status changes from Formatted to Confirmed.
21. Select (B) Find. The Requests window will show all requests, including those that are pending. To refresh the screen, select (B) Refresh Data. The Phase field will change to *Completed* and the Status field to *Normal*.
22. Optionally review the Final Payment Register and Confirm Payment Batch by choosing the request title and selecting (B) View Output.

The status displayed will be Confirmed.
23. Create the accounting entries for the Payment Batch. This step must be done before the transactions will transfer to GL and before Treasury Confirmation can occur.

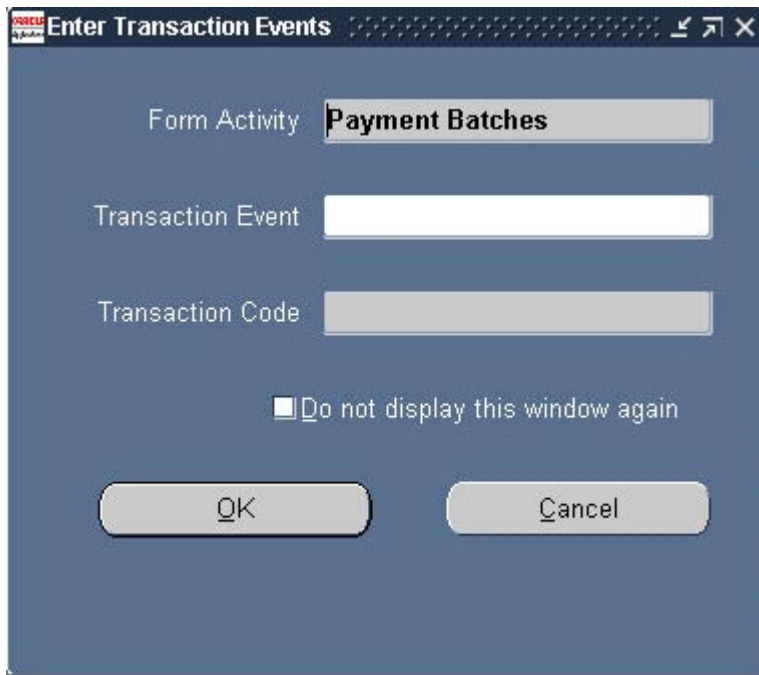
Create Accounting Entries Online for Payment Batches

Payment Batches

Oracle Public Sector Payables

N→Payments→Entry→Payment Batches

Payment Batches



Enter Transaction Events

Form Activity: **Payment Batches**

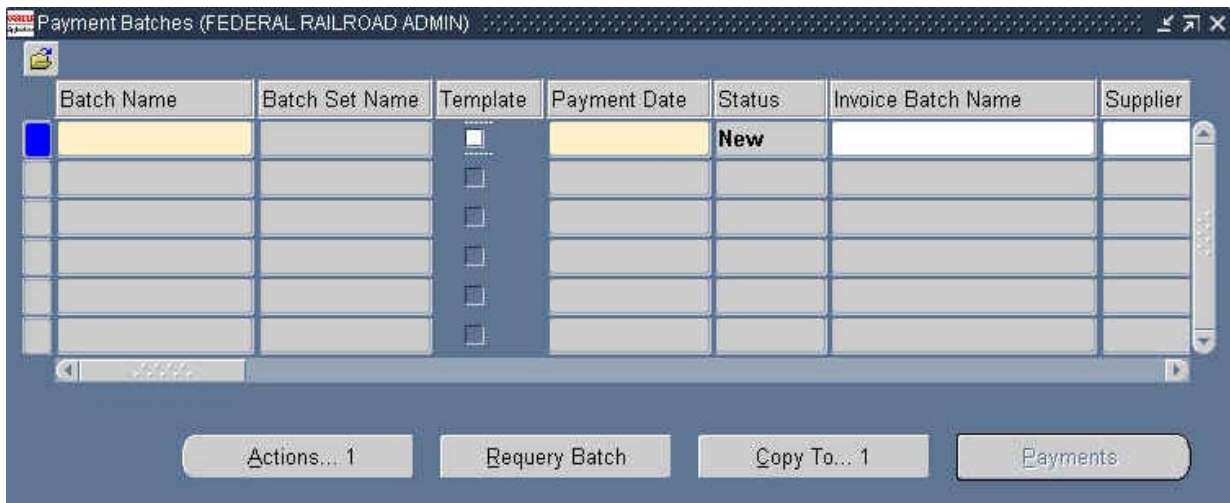
Transaction Event:

Transaction Code:

☐ Do not display this window again

OK Cancel

1. Select (B) Cancel on the Enter Transaction Events screen to exit. A caution window will appear. Select (B) OK to bypass.



Payment Batches (FEDERAL RAILROAD ADMIN)

Batch Name	Batch Set Name	Template	Payment Date	Status	Invoice Batch Name	Supplier
		<input type="checkbox"/>		New		
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				

Actions... 1 Requery Batch Copy To... 1 Payments

2. Find the Payment Batches you want to Create Accounting Entries for.
3. Select (B) Actions.

Payment Batch Actions

☐ Select Invoices

☐ Build Payments

Program

☐ Modify Payment Batch...

☐ Print Preliminary Register

Printer

☐ Format Payments

Program

☐ Print Now

Printer

☐ Confirm Payment Batch...

☒ Create Accounting

☐ Create Positive Pay File...

☒ Print Final Register

Printer

☒ Print Remittance Advice

Program

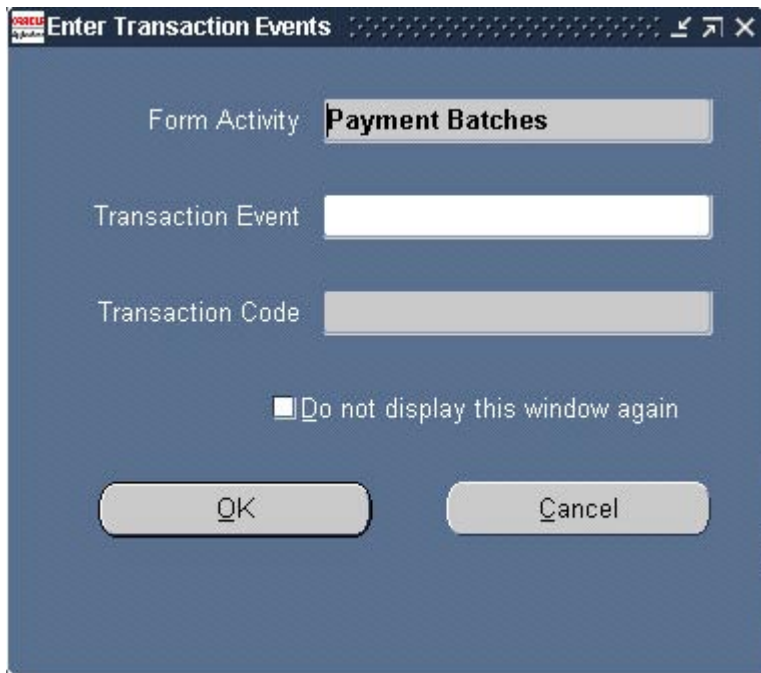
☐ Cancel Payment Batch

4. Select the Create Accounting checkbox and select (B) OK.

Voiding Payments

Payment Actions

Oracle Public Sector Payables
N → Payments → Entry → Payments
Enter Transaction Event



Enter Transaction Events

Form Activity **Payment Batches**

Transaction Event

Transaction Code

☐ Do not display this window again

OK Cancel

1. Cancel the Transaction Event window by selecting (B) Cancel. A Caution window will appear. Select (B) OK to bypass this window.
2. Find the payment that you want to void.
3. Select (B) Actions.

Payment Actions

☐ Format Program

☐ Print Now Printer

☐ Create Accounting

☐ Print Remittance Advice Program

☐ Reissue

Payment Date

Payment Rate

New Check Num

Voucher Num

☐ Initiate Stop

Date

☒ Void

Date

GL Date

Invoice Action

PAYMENT ACTIONS		
Field Name	Comments	Required?
Format	Not used by DELPHI at this time for voiding payments.	No
Print Now	Not used by DELPHI at this time for voiding payments.	No
Create Accounting	Not used by DELPHI at this time for voiding payments.	No
Print Remittance Advice	Not used by DELPHI at this time for voiding payments.	No
Reissue	Not used by DELPHI at this time for voiding payments.	No
Initial Stop	Not used by DELPHI at this time for voiding payments.	No
Program	Not used by DELPHI at this time for voiding payments.	No
Printer	Not used by DELPHI at this time for voiding payments.	No

Program	Not used by DELPHI at this time for voiding payments.	No
Payment Date	Not used by DELPHI at this time for voiding payments.	No
Payment Rate	Not used by DELPHI at this time for voiding payments.	No
New Check Num	Not used by DELPHI at this time for voiding payments.	No
Voucher	Not used by DELPHI at this time for voiding payments.	No
Date	Not used by DELPHI at this time for voiding payments.	No
Void Checkbox	Select the checkbox Void	Yes
Date	Leave this date as current date if voiding for any other reason than an IPAC reversal or a canceled check from Treasury.	Yes
GL Date	Accept default or change date for Accounting Distributions.	Yes
Invoice Action	Select from: None - to change the status of the invoice to Unpaid. The invoice will be available for payment on a new payment document. Hold - To apply a hold to the related invoices and select a hold name in the hold window. Cancel - to cancel all related invoices and reset their amounts to zero.	Yes

4. Select the Void checkbox.
5. Select (B) OK.
6. A Caution window appears warning you that voiding a payment cannot be undone. Select (B) OK to continue voiding the payment.
7. Select (I) Save and close.
8. Exit back to the navigator.
9. Create the accounting entries for the voided payment.

Submitting the Payables Accounting Process

Submit a New Request

Oracle Public Sector Payables

N→Other→Request→Run

Submit a New Request



1. Select Single Request and select (B) OK.

Submit Request

Run this Request...

Name: Copy...

Parameters:

Language: Languages...

At these Times...

Schedule...

Upon Completion...

☒ Save all Output Files

Notify:

Print to: Options...

Help (B) Submit Cancel

SUBMIT REQUEST		
Run This Request Area		
Field Name	Comments	Required?
Name	Name of the Request.	Yes
Parameters	Enter additional criteria for the Request.	Yes
Language	Defaults to American English	Yes
At These Times Area		
At these Times	As Soon As Possible is the default.	Yes
Upon Completion Area		
Save All Output Files	Check this field if you want to save the output files to view online.	No
Notify	Enter the name of the user you would like to have the system notify when this process has completed.	No
Print To	Select the printer to have a hard copy of the system output printed.	No

2. Complete any necessary fields in the Submit request screen.

Using Payables Submit Request Window

Using the Submit Request Window

Standard request submission gives you control over how you run your requests and request sets. Using the Submit Request window, you can perform these tasks:

- Submit a request for a single report (request) or a predefined collection of reports (request sets).
- Select the report parameters that you want the report to use.
- Schedule your report to run now or request a time in the future. You may also request to be submitted repetitively at a selected interval.
- Choose the information output method.

View reports online by selecting the Save All Output Files checkbox.

Select (B) Options to print hard copies, print multiple copies, or select an output printer. The Completions window allows you to notify others regarding the report.

Oracle Public Sector Payables
N → Other → Requests → Run
Submit a New Request



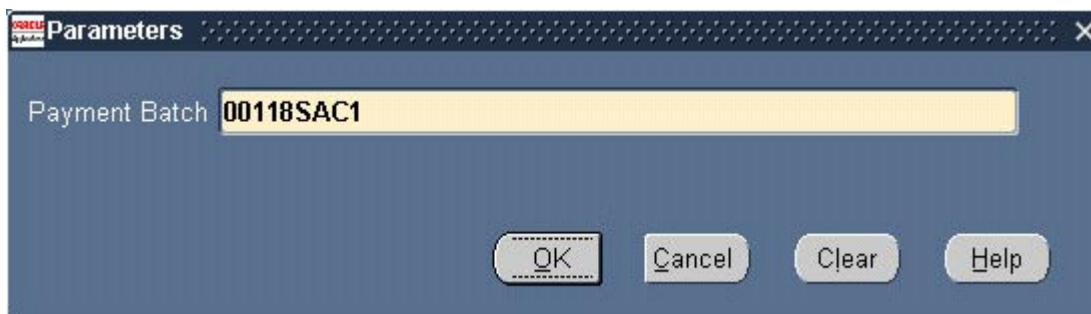
1. Select the checkbox for either Single Request or Request Set.

2. Select (B) OK.

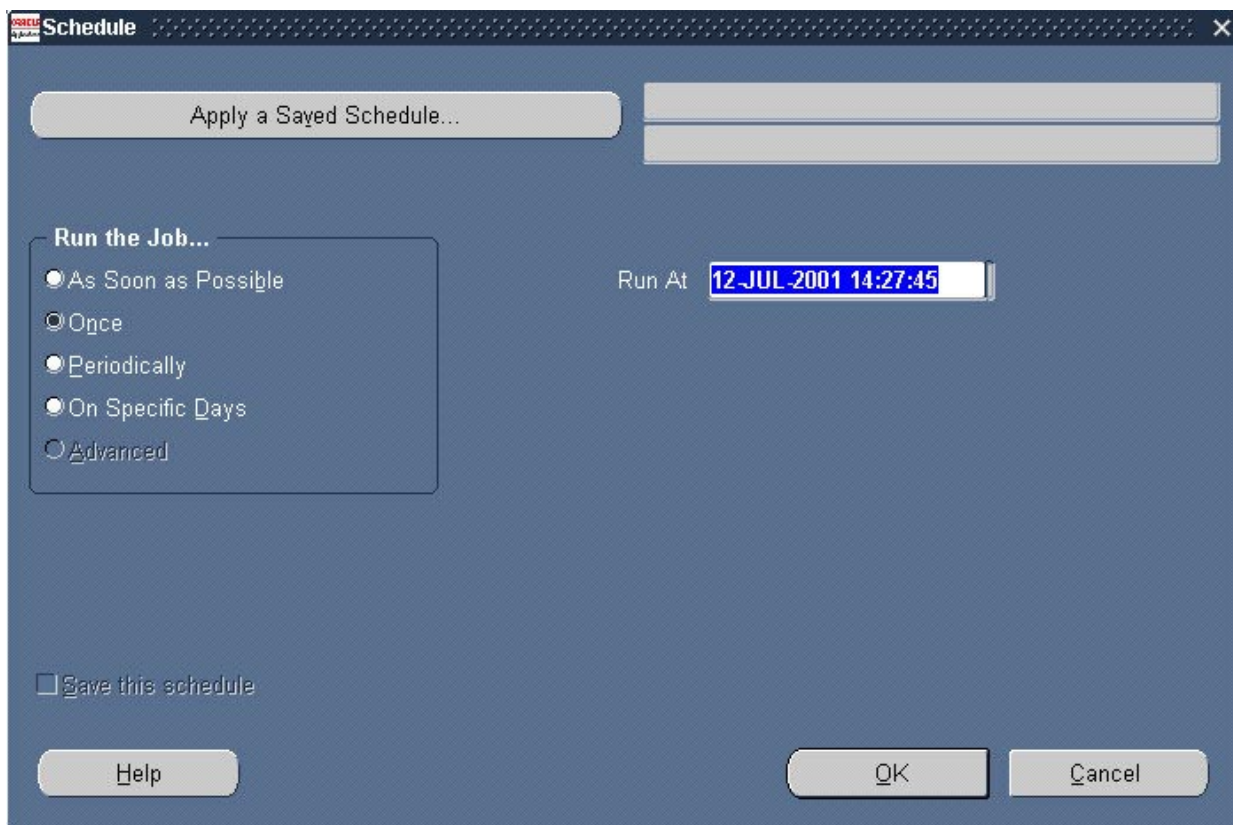
SUBMIT A NEW REQUEST		
Field Name	Comments	Required?
Single Request	Checkbox. Submit an individual request for a program or report. <i>(Either Single Request or Request Set must be checked).</i>	Yes
Request Set	Checkbox. Submit a request for a pre-defined set of programs or reports. <i>(Either Single Request or Request Set must be checked).</i>	Yes

3. Select Name from LOV.

SUBMIT REQUEST		
Field Name	Comments	Required?
Name	Enter the name of a program or report, or a set of programs/reports from LOV.	Yes
Parameters	Window automatically appears if you select a request that requires parameter values. The prompts in the Parameters window are specific to the request you select	Yes
Language	Should always default to "American English".	Yes



4. The parameters options box appears immediately after you select your report. You type in the parameters that you want the report to run and select (B) OK.
5. The parameters option box varies by report, depending on the parameters available for that particular report. For further information about a specific report, refer to the Navigation concerning that report.
6. Select (B) Schedule, if you want your request to be submitted at a future time or scheduled repetitively at a selected interval.



7. Notice that the screen changes when you select a different checkbox, to accommodate the parameters that must be input, depending on the scheduling of the report or program.

Schedule [X]

Apply a Saved Schedule... [List Box]

Run the Job...

- ☒ As Soon as Possible
- ☐ Once
- ☐ Periodically
- ☐ On Specific Days
- ☐ Advanced

Start At **12-JUL-2001 14:27:45**

End At [Empty Field]

Leave End Date blank to run indefinitely

Re-run every **1** **Day(s)**

Apply the Interval...

- ☒ From the Start of the prior run
- ☐ From the Completion of the prior run

☐ Increment date parameters each run

☐ Save this schedule

Help OK Cancel

- Notice if you want the report to be run on specific dates or days of the week, select the On Specific Days checkbox.

If you do not specify an end date when you select the checkbox for either On Specific Days or Periodically, the Request or Request Set repeats indefinitely until you cancel it.

SCHEDULE		
Field Name	Comments	Required?
Apply a Saved Schedule	Allows you to reuse a previously defined and saved schedule. You may modify the saved schedule for this one submission or save the modified schedule under a new name.	No
Run the Job Area		
As Soon as Possible	Submits as soon as possible.	No
Once	Submits at date/time specified. If you choose this option, you must use the calendar from LOV to select a date and time.	No
Periodically	Submits request for interval you specify. When you choose this option, several new fields appear to let you specify the interval of minutes, hours, days or months between resubmitting the request. You can also specify whether to count your interval from the start time or the completion time of the request.	No
On Specific Days	Submits on certain days of the week or month. When you select this option, new fields and calendars appear to let you specify which day of the week and/or month to submit your request. If your request contains date parameters, select the Increment date parameters each run checkbox. Also, select Save this schedule checkbox to use this schedule again.	No

Advanced	Reserved for future releases.	No
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9. Select (B) OK.
10. Select (B) Options if you wish to print the report in hard copy, print multiple reports or select an output mirror. The Upon Completion ... window also allows you to notify others regarding a report.

UPON COMPLETION		
Field Name	Comments	Required?
Save All Output Files	Checkbox. Allows system to write request output to a file. This is necessary if you wish to view your output online.	No
Notify the Following People Area		
Name	Specify additional people to notify.	No
For Language	Not used.	No
Print the Output To Area		
Style	Select print style from LOV. You can accept default.	Yes
Printer	Select printers you want used to produce hard copy of report. Each printer will produce at least one copy.	No
Copies	Select number > 1, if you need additional copies.	No
For Language	Defaults to All languages.	No

11. Select (B) OK.
12. Select (B) Submit.

Parameters

Account From Date

Account To Date

Document Class **All**

Submit Transfer to GL **No**

Submit Journal Import **No**

Validate Accounts **Yes**

Summarize Report **No**

PARAMETERS		
Field Name	Comments	Required?
Account From Date	Beginning accounting event dates for which you want to create accounting.	No
Account To Date	Ending accounting event dates for which you want to create accounting.	No
Document Class	<p>Document class that includes the accounting events for which you want to create accounting entries.</p> <p>Select Invoices to include only invoice entry, invoice adjustment, invoice cancellation, prepayment application and prepayment an application.</p> <p>Select Payments to include only payment entry, payment adjustment, payment cancellation and payment clearing</p> <p>Select All to include all eligible unaccounted invoice and payment events.</p>	Yes
Submit Transfer to GL	Accept the default No.	Yes
Submit Journal Import	Accept the default No.	Yes
Validate Accounts	Accept the default Yes to confirm the accounts that it creates are valid accounts in GL.	Yes
Summarize Report	To summarize the Audit section of the report select Yes. If you select No the detailed information is available in the report.	Yes

3. Enter the parameters.

4. Select (B) Submit.

10. Once the payments are voided in AP, they must be voided in AP Fed Admin.

Void Payments in Fed Admin

Refunds, Voids and Chargebacks

When a check is voided in Payables, you must also void the check in the Fed Admin application, in order to update the SF224 correctly.

Oracle Federal Administrator

N → Payables Management → Refunds, Voids and Chargebacks

Refunds, Voids and Chargebacks

1. Select Void from scroll down box.

Supplier Name	Invoice Number	Check Number	Check Amount	Check Date
CASH OPS-OPAC	00812243	1100433	455.14	05-JUL-2001

REFUNDS, VOIDS AND CHARGEBACKS		
Field Name	Comments	Required?
Supplier Name	Name of Vendor that payment is being voided for.	Yes
Invoice Number	Invoice number paid on document being voided.	Yes
Check Number	Check number paid on document being voided.	Display Only
Check Amount	Check amount paid on document being voided.	Display Only
Check Date	Date of the check being voided.	Display Only
Obligation Number	Number of the purchase order associated with the refunded payment.	No
Obligation Date	Date of the purchase order associated with the	No

	refunded payment.	
Processed	Designates if void has been processed on the SF224.	Display Only
Period Reported	Period void is reported. Field is populated after void is recorded on the SF224.	Display Only

2. Enter supplier and invoice that will be voided. An error message will appear 'No obligations exist. Obligation date will default to current date.' Ignore this message. Select (B) OK.
3. Select (I) Save.
4. Submit concurrent request to reverse journal entries made when payment was originated.

Submit a New Request

Oracle Federal Administrator
N → Other → Requests → Run
Submit a New Request



SUBMIT A NEW REQUEST		
Field Name	Comments	Required?
Single Request	Allows you to enter an individual request.	Yes
Request Set	Allows you to submit a pre-defined set of requests.	No

5. Select Single Request.
6. Select (B) OK.

Submit Request

Run this Request...

Name: **Disbursements in Transit Voided Checks**

Parameters:

Language: **American English**

At these Times...

As Soon as Possible

Upon Completion...

☒ Save all Output Files

Notify:

Print to: **anf2_124_ps**

Buttons: Copy..., Languages..., Schedule..., Options..., Help (B), Submit, Cancel

SUBMIT REQUEST		
Run This Request Area		
Field Name	Comments	Required?
Name	Name of the request to be processed.	Yes
Parameters	Criteria necessary for the report – There are no parameters for this report.	No
Language	Language for the report. This field will default to American English.	Yes
At These Times Area		
At These Times	Select (B) Schedule to schedule this report to run at scheduled intervals in the background. This field defaults to As Soon As Possible.	No
Upon Completion Area		
Save all Output Files	Enable the checkbox to save the output files requested. This will allow the report to be viewed at a later time.	Yes
Notify	Select (B) Completion Options... to enter a name in the Notify field. The name entered in this field will receive a notification when the request is completed.	No
Print To	Select the printer where a hardcopy of the report would be printed. This request is a process. No report will be generated to view.	No

7. Enter request name, Disbursements in Transit Voided Checks.

Note: This is a critical step in the process. If this step is missed, a reversal of the Treasury Confirmation will not occur. This will cause the 4901, 4902, 1010, and 2120 accounts to be out of balance.

8. Select (B) Submit Request and view request to ensure it completed without error.

Viewing Requests

Requests

Oracle Applications

M → View → Requests

Find Requests

Note: The path used depends on the responsibility.

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ All My Requests
☐ Specific Requests

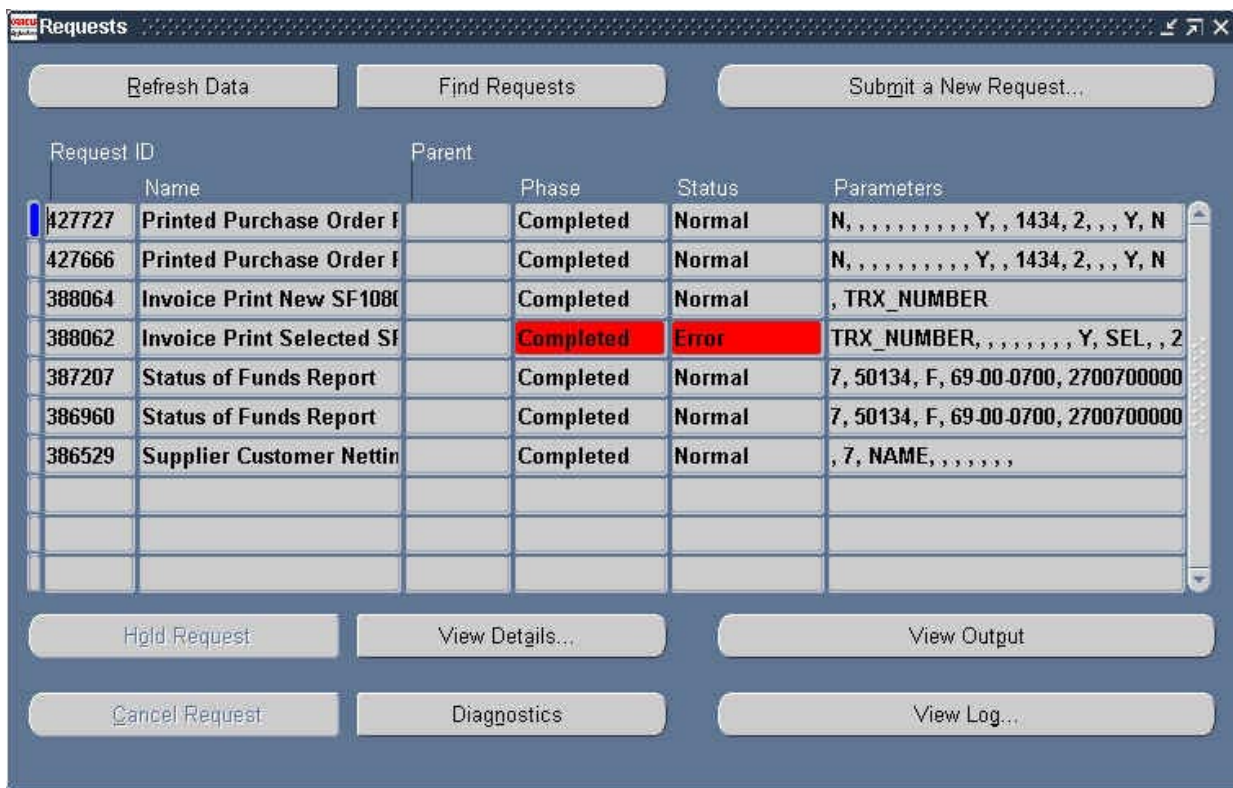
Request ID
Name
Date Submitted
Date Completed
Status
Phase
Requestor

☒ Include Request Set Stages in Query

Order By **Request ID**

Submit a New Request... Clear Find

1. Enter specific criteria in the Find window that appears, or select (B) Find to display all of your requests that you have submitted.



Viewing and Changing Requests

Since all reports, programs, and request sets are run as concurrent requests in Oracle Applications, you can navigate to the Request window to view the progress and output of all your concurrent requests, and you can change aspects of a request's processing options.

Using the Request Window

You can use the Request window (summary and detail) to view a list of all the submitted concurrent requests, check whether your request has run, change aspects of a requests' processing options, diagnose errors, or find the position of your request in the queues of available concurrent managers.

How to Use the Request Window

You can select various buttons in this window to perform tasks relating to concurrent processing.

- Refresh Data button: The Requests window will not automatically refresh in order to display updated progress of your request. Use this button to requery the lines in the request table.
- Find Request button: Displays the Find Request window to perform a search for additional requests
- Submit New Request button: Displays the Submit Requests window to submit a new request to the concurrent manager

- Hold Request and Cancel Request buttons: These buttons illuminate if the concurrent manager has not already begun running the program. You could Hold or Cancel a request by using these buttons.
- View Details button: Displays the Details window to view detailed information about your request, for example, submission dates, scheduling and other information. If a request has not already run, you can change selected fields so that the updated information will affect your request when run by the concurrent manager.
- Diagnostics button: Displays diagnostic information about your request such as when it ran and if it completed successfully
- View Output button: Displays an online format of your report.
 - Note: The program must have an actual paper output to make it possible for online viewing.
- View Log button: Displays information about the request regarding arguments used and other technical information.
- Cancel Request button: Cancels a request in the pending or running phase-cannot be undone.

9. Exit back to Navigator.

24. For government payment batches, you must update the interagency transfer window for each government payment.

Interagency Transfers in AP Fed Admin

Note: After Government Supplier invoice and payment have been recorded in DELPHI with the correct accounting string, it is necessary to record the transaction in Federal Administrator, under Interagency Transfer in order for the SF224 Exception Report to be cleared.

Interagency Transfers

Oracle Federal Administrator
N → Interagency → Interagency Transfers
Interagency Transfers

Agency Name	Invoice Number	Invoice Date	Invoice Amount
DOT-VOLPE TRANS SYS	MAR A	21-JUN-2000	\$4,389.34

1. Enter information in the Accounts Payable alternative region.

INTERAGENCY TRANSFERS		
Accounts Payable Alternative Region		
Field Name	Comments	Required?
Agency Name	Enter the billing agency (e.g. Government Printing Office).	Yes
Invoice Number	Use the billing agency invoice number. <i>Note: Duplicate invoice numbers are not allowed in</i>	Yes

	<i>this window.</i>	
Invoice Date	Displays the Invoice Date.	Display Only
Invoice Amount	Displays the Invoice Amount.	Display Only
Billing Agency Fund	Enter the fund, appropriation, or receipt symbol to which amount is to be transferred. Field is not used for AP.	No
Chargeback	Check if the invoice is an IPAC chargeback.	No
Processed	Indicates payment has been included in FMS Form 224 Statement of Transactions Report; if checked, the item cannot be updated.	Display Only
Period Reported	Period reported on FMS Form 224 Statement of Transactions Report, if processed.	Display Only
Descriptive Flexfield	Field for user customization.	No

2. Save.

25. For government payment batches, you must call Cash Operations to notify them that a government payment batch requires Treasury confirmation.

- Contact Cash Operations at 405-954-3537.
- Cash Operations will need to know the payment batch name and the Treasury Date period.

Scheduling Split Payments

Scheduled Payments

Oracle Public Sector Payables

N → Invoices → Entry → Invoices

Enter Transaction Event

1. Select (B) Cancel to exit the Enter Transaction Events screen. A caution window appears, select (B) OK to bypass. The Invoices screen will automatically appear.
2. Select (M) View-Find to open the Find Invoices screen.
3. Select (B) Find to query all invoices. However, the Find Invoices screen may be used to enter criteria that will narrow the search for particular invoices.

Finding Invoices Using Invoices Inquiry Invoices

Find Invoices

Oracle Public Sector Payables

N → Invoices → Inquiry → Invoice Batches

Find Invoices

Find Invoices

Supplier

Name Number
Site Taxpayer ID
PO Num PO Shipment:

Invoice

Number Terms:
Type Pay Group:
Amounts - Invoice Batch
Dates - Currency

Invoice Status

Paid
Accounted
Status

Holds

Status
Name
Reason

Voucher Audit

Category
Name
Numbers -

Invoice Template

Number
Period Type

Calculate Balance Owed... Clear New Find

1. Enter information in one or more fields to narrow the search for an invoice or group of invoices.

FIND INVOICES		
Supplier Area		
Field Name	Comments	Required?
Name	Select the supplier name using the LOV.	No
Number	Enter the supplier number if necessary. The number will default if the supplier name is entered.	No
Site	Select the site of the supplier.	No

Taxpayer ID	Enter the taxpayer's ID number.	No
PO Num	Enter the PO Number related to the invoice you are querying. The supplier name, number and taxpayer ID will default.	No
PO Shipment/PO Line/PO Release Drop Down List	Select the region of the PO to be queried. Cursor will default to the blank field to the right. Choose the appropriate shipment, line or release from the LOV.	No
Invoice Area		
Number	Enter invoice number.	No
Optional Drop Down List	Two options can be chosen from the following: Payment Method, Pay Group, Terms, USSGL Code, Project, Task, Expenditure Type and Expenditure Org. Upon selecting an option the cursor will default to the blank field to the right. Select the appropriate data from the LOV.	No
Type	Select type of invoice from the drop down list.	No
Amounts	Enter a range of amounts to be queried.	No
Invoice Batch	Select an invoice batch name from the LOV.	No
Dates	Enter a range of dates to be queried.	No
Currency	Select the type of currency from the LOV.	No
Invoice Status Area		
<i>Activates when data is entered into a field within the Invoice area.</i>		
Paid	Select the payment status from the drop down list.	No
Accounted	Select the appropriate accounted status from the drop down list.	No
Status	Select the status of the invoices to be queried from the drop down list.	No
Holds Area		
<i>Activates when data is entered into the other applicable areas. This area only displays invoice holds, not supplier holds. This area is not required.</i>		
Status	Select the hold status from the drop down list.	No
Name	Select the hold name from the LOV.	No
Reason	Accept the default.	Display Only
Voucher Audit Area		
<i>If you use sequential voucher numbers, you can locate each invoice based on its unique voucher number.</i>		
Category	Select the type of invoices to audit from LOV.	No
Name	Select the name of the supplier from LOV.	No
Numbers	Enter the voucher numbers to be audited.	No
Invoice Template Area		
Number	Enter the number of the invoice template if applicable to agency.	No
Period Type	Enter the period type to be queried using the LOV.	No

2. Select (B) Find. The Invoices screen displays all invoices that fit your criteria.

4. To pay a portion of an invoice, select the invoice from the Invoices screen. Verify the invoices that you want to pay are fully approved.
5. Select (B) Scheduled Payments.

Scheduled Payments (FEDERAL RAILROAD ADMIN) - TW 3WAY INV MATCHED AS 2 WAY, 1120 VERMONT AVE ASSOC

Payment Currency: **USD** Invoice Amount: **45.00**
 Amount Paid: **0.00** Gross Amount Total: **45.00**

☒

Due Date Second Discount Third Discount Remit-To Bank Account

Hold	Due Date	Gross Amount	Payment Priority	Payment Method	Discount Date	Discount Amount
<input checked="" type="checkbox"/>	05-AUG-2001	45.00	99	Electronic		
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Amount Remaining: **45.00**
 Discount Amount Remaining: **0.00**

Holds Payments Split Schedule Pay... 1

6. Make any updates to unpaid scheduled payments, and create any new scheduled payments.

Scheduled Payments (FEDERAL RAILROAD ADMIN) - TW 3WAY INV MATCHED AS 2 WAY, 1120 VERMONT AVE ASSOC

Payment Currency: **USD** Invoice Amount: **45.00**
Amount Paid: **0.00** Gross Amount Total: **45.00**

☒ Remit-To Bank Account

Due Date Second Discount Third Discount Remit-To Bank Account

Hold	Due Date	Gross Amount	Payment Priority	Payment Method	Discount Date	Discount Amount
<input type="checkbox"/>	05-AUG-2001	30.00	99	Electronic		
<input type="checkbox"/>	05-SEP-2001	15.00	99	Electronic		
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Amount Remaining: **30.00**
Discount Amount Remaining: **0.00**

- To split a scheduled payment, update the Gross Amount on the existing unpaid Scheduled payments, and then select (B) Split Schedule. Oracle Public Sector Payables creates an additional scheduled payment with the net amount due.
- Adjust the dates as appropriate and, optionally, apply a hold to the scheduled payment.
- Select (I) Save.

SCHEDULED PAYMENTS		
Field Name	Comments	Required?
Payment Currency	Defaults to USD.	Display Only
Amount Paid	Total amount paid.	Display Only
Invoice Amount	Total Invoice Amount.	Display Only
Gross Amount Total	Total Amount of scheduled payments.	Display Only
Hold checkbox	Enable checkbox to place scheduled payment on hold. Payment will not be made until checkbox is disabled.	No
Due Date	Displays the date the invoice is due based on the invoice Terms Date and invoice Payment Terms. You may update by entering a new date.	Yes
Gross Amount	Displays scheduled payment Gross Amount. This amount can be adjusted and the remainder scheduled for another date using (B) Split Schedule.	Yes
Priority	Displays the priority of the payment.	Display Only
Payment Method	Default the payment method from the invoice.	Display Only

Discount Date	Displays discount date if applicable.	Display Only
Discount Amount	Displays discount amount if applicable.	Display Only
Amount Remaining	Displays the unpaid amount of a selected scheduled payment.	Display Only
Discount Amount Remaining	Display the discount amount you would realize if you paid the scheduled payment today.	Display Only

Submitting Due Date Calculation Process

Submit a New Request

Oracle Federal Administrator
N → Other → Requests → Run
Submit a New Request



SUBMIT A NEW REQUEST		
Field Name	Comments	Required?
Single Request	Allows you to enter an individual request.	Yes
Request Set	Allows you to submit a pre-defined set of requests.	No

1. Check box for Request Set.
2. Select (B) OK.

Submit Request Set [X]

Run this Request...

Request Set

Copy...

Program	Stage	Parameters	Language

Options...

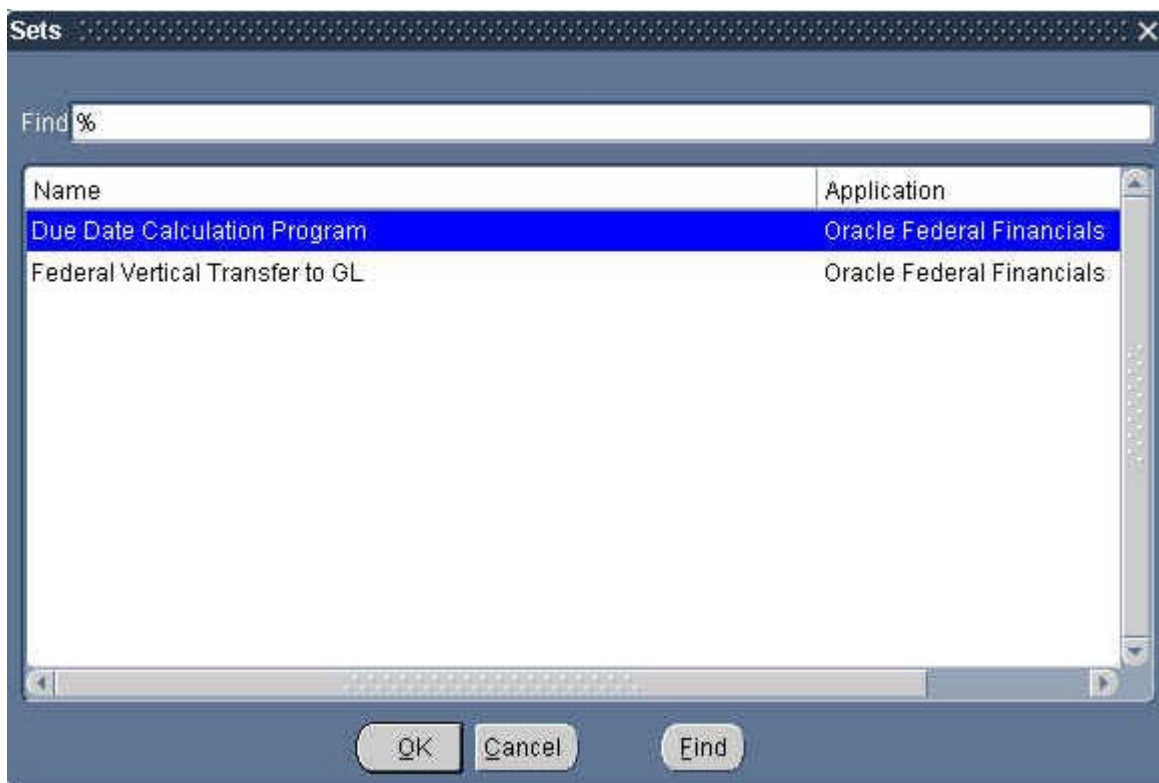
At these Times...

As Soon As Possible

Schedule...

Help (A) Submit Cancel

3. In the Request Set field, select the LOV.



4. Select Due Date Calculation Program and (B) OK.

Run this Request...

Request Set: **Due Date Calculation Program** Copy...

Program	Stage	Parameters	Language
Due Date Calculation	FVXFODDC		American English
Due Date Calculation Execution	FVXDUDRP		American English
Due Date Calculation Execution	FVXDUDRP		American English

Options...

At these Times...

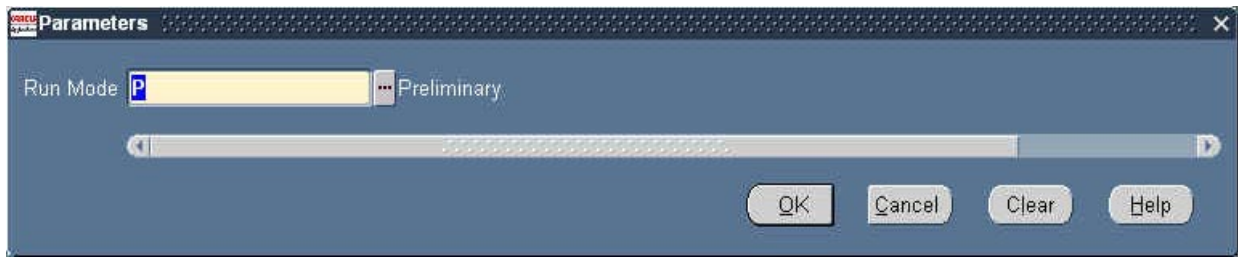
As Soon As Possible Schedule...

Help (A) Submit Cancel

SUBMIT REQUEST SET		
Run This Request Area		
Field Name	Comments	Required?
Request Set	Name of the Request.	Yes
Program	Name of the programs (requests) that will be processed in the request set.	Display Only
Stage	Stage in the request set where the program will occur.	Display Only
Parameters	Enter additional criteria for the Request.	Yes
Language	Defaults to American English.	Yes
At these Times Area		
At these Times	As Soon As Possible is the default.	Yes

5. In the Submit Request Set screen tab to or select the Parameters field. The Parameters screen will appear. Select the Run Mode field and a List of Values will appear.

- Select P to run the report in a preliminary mode.
- Select F to run the report in a final mode.



6. Select (B) OK.
7. In the Submit Request Set screen select (B) Submit.

Lab 1: DEMO ONLY -Paying Invoices in a Payment Batch

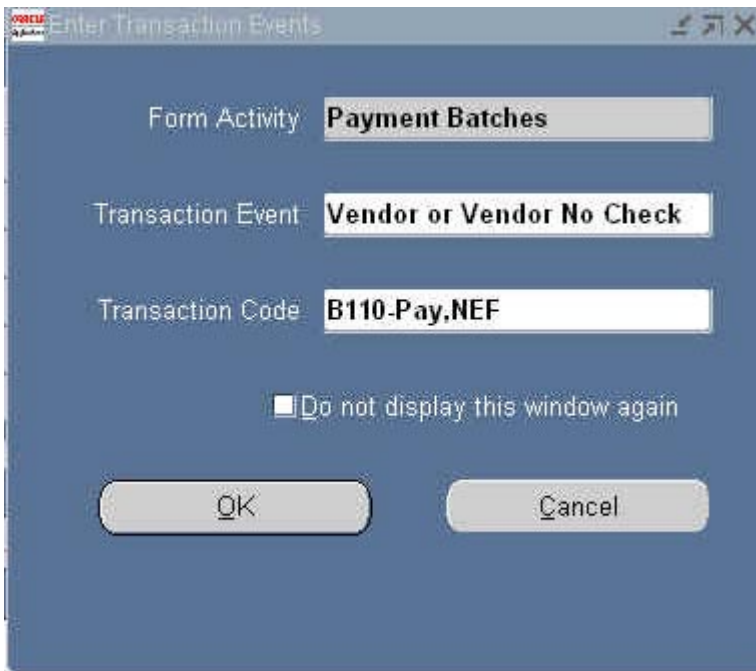
Instructions

You have the responsibility for preparing the payment. Rather than manually selecting all of the invoices and suppliers, you use the Autoselect feature of Oracle Payables. Begin the selection process for a Computer Check Run.

Lab 1 Solutions: DEMO ONLY - Paying Invoices in a Payment Batch

1. Navigate to the Payment Batch window.

N → Payments → Entry → Payment Batches



The screenshot shows the 'Enter Transaction Events' window with the following fields and values:

- Form Activity: **Payment Batches**
- Transaction Event: **Vendor or Vendor No Check**
- Transaction Code: **B110-Pay,NEF**
- ☐ Do not display this window again
- Buttons: **OK** and **Cancel**

2. In the Enter Transaction Events screen enter the following using the LOV:
 - Form Activity = Payment Batches
 - Transaction Event = Vendor or Vendor No Check
 - Transaction Code = B110-Pay,NEF
3. In the Payment Batches, in the Batch Name field, use the Payment Batch Naming Convention.
4. In the Payment Date field, enter the current date plus one business day.
5. Select Vendor as the Pay Group.
6. In the document field, enter Electronic or select from LOV. A popup window will appear stating that your document is being reserved. Select (B) OK.

Lab 1 Solutions: DEMO ONLY - Paying Invoices in a Payment Batch

7. In the Pay Through Date field, accept default of current date plus one.
8. Validate that your window appears similar to the ones displayed below:

Batch Name	Batch Set Name	Payment Date	Status	Invoice Batch Name
V2702351E1		18-DEC-2002	New	

Actions... 1 Requery Batch Copy To... 1 Payments

Supplier Name	Pay Group	Bank Account	Document	Payment Method	Future Date
	VENDOR	FRATREASURY FY00 690	ELECTRONIC	Electronic	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Actions... 1 Requery Batch Copy To... 1 Payments

Lab 1 Solutions: DEMO ONLY - Paying Invoices in a Payment Batch

Next Step	Pay Through Date	Hi Payment Priority	Low Payment Priority	Allow Zero Invoice	Include Only
Autoselect	18-DEC-2002	...	1	99	<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Actions... 1 Requery Batch Copy To... 1 Payments

9. Accept the remaining defaults.
10. Select (B) Actions1.
11. In the Payment Batch Actions window select the following check boxes:
 - Select Invoices
 - Build Payments
 - Print Preliminary Register

Lab 1 Solutions: DEMO ONLY - Paying Invoices in a Payment Batch

12. Validate that your window appears similar to the one displayed below:

Payment Batch Actions

☒ **S**elect Invoices

☒ **B**uild Payments

Program: **Build Payments Program**

☐ **M**odify Payment Batch...

☒ **P**rint Preliminary Register

Printer: **anf2_143_ps**

☐ **F**ormat Payments

Program:

☐ **P**rint Now

Printer:

☐ **C**onfirm Payment Batch...

☐ **C**reate Accounting

☐ **C**reate Positive Pay File...

☐ **P**rint Final Register

Printer:

☐ **P**rint Remittance Advice

Program:

☐ **C**ancel Payment Batch

OK **Cancel**

13. Select (B) OK.

14. Oracle Payables displays a concurrent ID number. Monitor your concurrent requests until they have been successfully completed by choosing (M) View: Requests.

Lab 2: DEMO ONLY - Modifying Invoice Selection in a Payment Batch

Instructions

Review all the invoices and suppliers selected for a payment batch prior to releasing for submission to Treasury. After reviewing the Preliminary Register, you decide not to pay an invoice. Modify your payment batch to deselect this invoice.

Lab 2 Solutions: DEMO ONLY - Modifying Invoice Selection in a Payment Batch

1. Navigate to the Payment Batch window, if you are not already in the window.

N → Payments → Entry → Payment Batches
2. Cancel out of the Enter Transaction Events screen by selecting (B) Cancel, if necessary. Open the Find Payment Batches window.

M → Query → Find
3. In the Batch Name field, enter your batch name from the previous lab or enter 'In Process' in the Status field.
4. Select (B) Find. In the Payment Batch window, Oracle Payables displays your batch. The status field will display “Built”.
5. Select (B) Actions to open the Payment Batch Actions window.
6. Note that the Format checkbox is already selected. You must deselect this checkbox before selecting Modify Payment Batch checkbox.
7. Select the Modify Payment Batch checkbox.
8. Validate that your window appears similar to the one displayed below:

Lab 2 Solutions: DEMO ONLY - Modifying Invoice Selection in a Payment Batch

Payment Batch Actions

- ☐ Select Invoices
- ☐ Build Payments
- ☒ Modify Payment Batch...
Program
- ☐ Print Preliminary Register
Printer
- ☐ Format Payments
Program
- ☐ Print Now
Printer
- ☐ Confirm Payment Batch...
- ☐ Create Accounting
- ☐ Create Positive Pay File...
- ☐ Print Final Register
Printer
- ☐ Print Remittance Advice
Program
- ☐ Cancel Payment Batch

9. Select (B) OK.
10. Oracle Payables displays the Modify Payment Batch window. Locate the invoice number that you do not want to pay. With your cursor in the Supplier field, use the up and down arrow keys to scroll to different suppliers.
11. In the Pay field for that invoice number, select No.

Note how the total payment due to the supplier (displayed in the Amount field) is decreased.

Lab 2 Solutions: DEMO ONLY - Modifying Invoice Selection in a Payment Batch

12. Validate that your window appears similar to the ones displayed below:

Modify Payment Batch (FEDERAL RAILROAD ADMIN) - V2702351E1, 1120 VERMONT AVE ASSOC

Supplier	1120 VERMONT AVE ASSOC	Site	WASHINGTON1461
Pay	Yes	Non-Payment Reason	
Amount	502.03	Remit-to Account	VERMONT AVENUE ASSOC

Selected Invoices ☒

Invoice Number	Pay	Discount Amount	Maximum	Proposed []
bet 123	Yes	0.00	502.03	502.03

Due Date	14-DEC-2002	Amount Due	502.03
Withheld Amount		Interest Amount	

Invoice Overview Cancel Build

Lab 2 Solutions: DEMO ONLY - Modifying Invoice Selection in a Payment Batch

Modify Payment Batch (FEDERAL RAILROAD ADMIN) - V2702351E1, 1120 VERMONT AVE ASSOC

Supplier: 1120 VERMONT AVE ASSOC Site: WASHINGTON1461

Pay: No Non-Payment Reason:

Amount: 0.00 Remit-to Account: VERMONT AVENUE ASSOC

Selected Invoices

Invoice Number	Pay	Discount Amount	Maximum	Proposed
bet 123	No	0.00	502.03	0.00

Due Date: 14-DEC-2002 Amount Due: 502.03

Withheld Amount: Interest Amount:

Invoice Overview Cancel Build

13. Select (B) Build.
14. Oracle Payables displays a concurrent ID number. Monitor your concurrent request until it is successfully completed by selecting (M) View: Requests.

Lab 3: DEMO ONLY - Formatting a Payment Batch

Instructions

Your payment batch that you entered and modified in previous labs is now ready to be formatted and printed.

Lab 3 Solutions: DEMO ONLY - Formatting a Payment Batch

1. If you are in the Payment Batches window, select (B) Requery Batch. The status will display 'Built' and go to step 5. If you are not in the Payment Batches window, navigate to the Payment Batch window, if you are not already in window.

N → Payments → Entry → Payment Batches

2. Cancel out of the Enter Transaction Events screen by selecting (B) Cancel, if necessary. Open the Find Payment Batches window.

M → Query → Find

Find Payment Batches

Batch Run Name

Batch Set Name

Batch Name

Bank Account

Payment Method

Status

Next Step

Payment Amounts -

Payment Dates -

Template

Document

Currency

Allow Zero Payments

Invoice Selection Criteria

Pay Group

Priorities -

Allow Zero Invoices

3. Enter 'In Process' in the Status field, or enter the Batch Name in the Batch Name field.
4. Select (B) Find. Oracle Payables displays your batch. The Status field will display 'Built'.
5. Select (B) Actions to open the Payment Batch Actions window.
6. Note that the Format checkbox is already selected.

Lab 3 Solutions: DEMO ONLY - Formatting a Payment Batch

7. Validate that your window appears similar to the one displayed below:

Payment Batch Actions

- ☐ Select Invoices
- ☐ Build Payments
Program
- ☐ Modify Payment Batch...
- ☒ Print Preliminary Register
Printer
- ☒ Format Payments
Program **Oracle Standard Format P**
- ☐ Print Now
Printer
- ☐ Confirm Payment Batch...
- ☐ Create Accounting
- ☐ Create Positive Pay File...
- ☐ Print Final Register
Printer
- ☐ Print Remittance Advice
Program
- ☐ Cancel Payment Batch

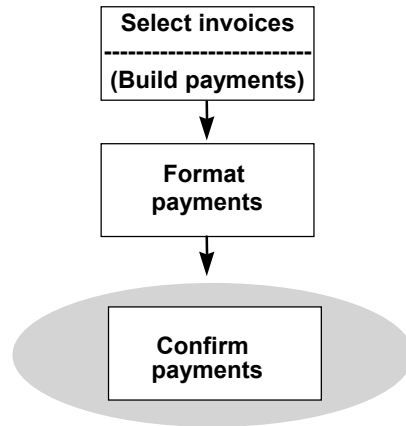
OK **Cancel**

8. Select (B) OK.

Lab 3 Solutions: DEMO ONLY - Formatting a Payment Batch

9. Oracle Payables displays a concurrent ID number. Monitor your concurrent request until it is successfully completed by Selecting (M) View: Requests.
10. View the checks online by selecting (B) View Output for the Preliminary Register in the Requests screen. Write down the last document number. You will need this number for confirming the payment.

Confirming Payment Batches Overview



Confirmation is the final step in processing a payment batch. During payment confirmation, Oracle Payables performs the following tasks:

- Updates the payment history of invoices paid in a payment batch
- Creates one payment distribution for each invoice in the payment batch and credits it to the asset account for the bank account
- Creates a single payment distribution for each balancing segment of an invoice, if the Automatic Offsets Payables option is enabled and a pooled bank account for the payment batch is used

Confirming Payment Batches Overview

Lab 4: DEMO ONLY - Confirming a Payment Batch

Instructions

You have reviewed your checks and they all have been successfully printed. Record them as printed, and complete the payment batch process.

Lab 4 Solutions: DEMO ONLY - Confirming a Payment Batch

1. If you are in the Payment Batch window, select (B) Requery Batch. The Status will display 'Formatted'. If you are not in the Payment Batch window, navigate to the Payment Batch window, if you are not already in this window.

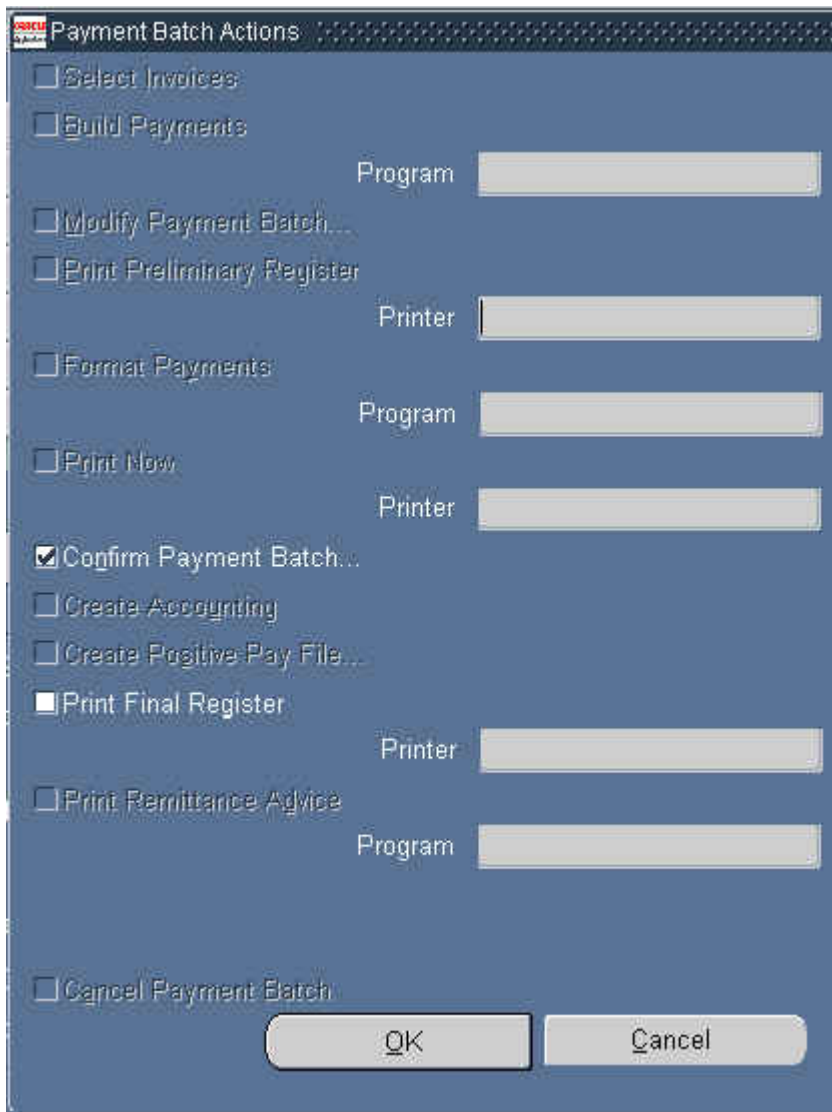
N → Payments → Entry → Payment Batches

2. Cancel out of the Enter Transaction Event screen by selecting (B) Cancel, if necessary. Open the Find Payment Batches window.

M → Query → Find

3. In the Batch Name field, enter your batch name from the previous lab or enter "In Process" in the Status field.
4. Select (B) Find. In the Payment Batch window Oracle Payables displays your batch. The status field will display "Formatted".
5. Select (B) Actions to open the Payment Batch Actions window.
6. Note that the Confirm checkbox is already selected. You may also select the Print Final Register checkbox.
7. Validate that your window appears similar to the one displayed below:

Lab 4 Solutions: DEMO ONLY - Confirming a Payment Batch



The image shows a software dialog box titled "Payment Batch Actions". It contains a list of actions with checkboxes and associated fields. The "Confirm Payment Batch..." option is selected. At the bottom are "OK" and "Cancel" buttons.

Action	Field
<input type="checkbox"/> Select Invoices	
<input type="checkbox"/> Build Payments	
<input type="checkbox"/> Modify Payment Batch...	Program
<input type="checkbox"/> Print Preliminary Register	
<input type="checkbox"/> Format Payments	Printer
<input type="checkbox"/> Print Now	Program
<input checked="" type="checkbox"/> Confirm Payment Batch...	Printer
<input type="checkbox"/> Create Accounting	
<input type="checkbox"/> Create Positive Pay File...	
<input type="checkbox"/> Print Final Register	Printer
<input type="checkbox"/> Print Remittance Advice	Program
<input type="checkbox"/> Cancel Payment Batch	

8. Select (B) OK.

Lab 4 Solutions: DEMO ONLY - Confirming a Payment Batch

9. Select (B) OK again to confirm the payment batch. Oracle Payables displays the Confirm Payment Batch window.
10. In the Status field, select Printed from LOV.
11. In the To field, enter the last document number that printed successfully, which you noted from the Preliminary Payment Register.
12. Validate that your window appears similar to the one displayed below:

Confirm Payment Batch (FEDERAL RAILROAD ADMIN)

Batch Name: **V2702351E1**

Payment Documents

Status	From	To
Printed	340889	340891

Restart Batch... Cancel Remainder Confirm

13. Select (B) Confirm.

Summary

In this lesson you should have learned the following:

- Initiate new payment batches
- Create and find payment batch templates
- Modify payment batches
- Format payment batches
- Confirm payment batches
- Find payment information
- Process EDI payments